



RISK ASSESSMENT PROCEDURES

General Risk Assessment

It is recognised that detailed risk assessment regarding the general operation of White Trees Independent School forms part of the overall policy, procedures and the day-to-day arrangements of services provision. For example, risk assessment of each student is contained within the student file in the school office. We also recognise that all other aspects of school activities, including the premises require systematic formal Risk Assessment.

The School safety checks, Monthly risk assessment, and Health and Safety checklist, make up the school's Health and Safety Risk Assessment procedures.

These checks comprise:

- Daily fire extinguisher and blanket checks
- Daily emergency lighting check and exit routes checks
- Daily fridge and freezer temperature checks
- Daily vehicle checks
- Weekly Smoke Alarm checks
- Weekly First aid box checks
- Termly fire drills

Generic Risk Assessment

The generic Risk Assessment of White Trees School will comprise of:

1. The risk to health and safety of all employees whilst they are at work
2. The risk to health and safety of all other persons arising from the Company's activities
3. The identification of the measures needed to comply with the relevant statutory provisions
4. The Risk Assessment document once completed is a legal document and will generally be revised on an annual basis or after a significant change:
 - Risk identified from an accident
 - Near-miss
 - Change in circumstances
 - Change in staffing
 - Change in students attending the school
 - Following significant events and/or incidents
5. White Trees Risk Assessment process will include the following:
 - a. A standard Risk Assessment format which when completed correctly will fulfill all the requirements identified by the risks and actions required.

- b. Notes on Risk Assessments, for staff completing.
6. A Risk Assessment in reality is an estimate of the probability of the event and its likely magnitude. We must be able to explain the concept of converting "potential risk level" into an actual risk.
7. Once the risk assessments have been completed, the School Manager will be aware of certain work, which may need to be carried out. The volume of work, in all probability, will not be insignificant but may form an action plan
8. The Generic Risk Assessments will be regularly monitored and reviewed by the School Manager, and fed back to the governance group termly
9. The School Manager will then complete risk assessments for the school using the information collected, in consultation with staff and students.

Activity Risk Assessments

As part of the Daily Planning process activity risk assessments are completed for all activities to be undertaken during that particular day. These should be signed off by the School Manager if a new activity is planned.

Staff are provided with training to be able to identify possible hazards involved with the outing or activity, based on the behaviour of the students involved on that particular day and prior behaviours observed.

If there is an activity that occurs on a regular basis a generic risk assessment may be created, however behavior of students which may pose a hazard and potential risk, must still be taken into account when staff are planning the activity. If risk assessments are available from venues, we will include those in our paper trail. All new venues should supply their insurance documents for our files.

Quantifying the Risk

The following is a general method to be used in measuring and communicating risks. These headings identify the particular nature of the risk assessment. It may be specific to an activity, eg maintenance; kitchen and food handling, COSSH, infection, a student putting themselves at risk, etc.

Hazard

The hazard is something with the potential to cause harm. In many cases there will be more than one hazard arising from any one area/activity. Certain hazards may not be indicated if they are not considered to be significant.

Persons affected

Staff, students, visitors and others who might foreseeably be affected are considered and recorded, where applicable and we also identify those who might be particularly at risk, e.g. young or inexperienced workers, those who abscond, or involve themselves in dangerous or illegal activities.



Required control measures

This indicates the preventive and protective measures required to control the hazard. For Surecare/White Trees purposes this may be extra staffing etc

Assessment of action taken/required

Indicates the action that has been/needs to be taken on the existing Control Measures in place, the extent to which they control the risks and the preventive and protective control measures which are required.

The assessments reflect conditions observed and information provided on the day of assessment. Where reference is made to specific regulations or sources of guidance these must be consulted for definitive information on the required control measures.

Note to all staff

Staff should be carrying out informal risk assessments in their own mind as they go through the school day. Any concerns should be addressed or communicated to the School Manager as soon as possible. This will ensure that de-escalation/mitigation can take place and things will not become unmanageable. It is the responsibility of the staff to ensure that procedures are followed in order to maintain consistency for our students, and to avoid dangerous situations.

This document should be read in conjunction with the Risk assessment policy, all student RA's and Blue to blue documents as well as their individual risk assessments for particular situations.