



# Risk Assessment Policy

This policy should be read in conjunction with:

Safer recruitment policy

Safeguarding policy

School trips and visits policy and procedures

Reviewed: July 17



## RISK ASSESSMENT POLICY

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

White Trees Independent School and Surecare, are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our students need to be educated into how to cope safely with risk.

### WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At White Trees Independent School, we are very aware that all staff and students need to receive training. Risk assessment proforma, and completed documents are maintained by the Principal, and are available to all staff. The company Head office is responsible for keeping records of staff training.

### WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in White Trees Independent School, each of which requires a separate risk assessment. The most important of these cover:



- Fire safety, procedures and risk assessments
- Educational visits and trips.

But risk assessments are also needed for many other areas, including:

#### Educational

- Food Technology
- Each physical activity
- Art
- Gardening
- Vocational activities
- Travel in the school cars

At White Trees Independent School, we make use of model or generic risk assessments, for our educational activities and visits. All teaching/school staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

#### Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

#### Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the school office, and the Principal is responsible for ensuring that accident reports are passed to the coordinator at Head office. In the case of a medical emergency, staff are instructed to dial 999 and ask for emergency services. The Principal is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor, to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

#### Child Protection

Our Safeguarding policies, and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Governors, volunteers, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

#### Behaviour



Each student has an individual risk assessment as explained in detail in 'Risk assessment procedures'. This policy should be read in conjunction with this and also individual risk assessments, Visits and trips risk assessments, policies relating to behaviour management and procedures for dealing with violent and aggressive behaviour.

### Support Areas

- Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk assessments cover every room, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, and working at heights. Induction and refresher training covers risk assessments, protective equipment and safety notices.

### CONDUCTING A RISK ASSESSMENT

Our policy at White Trees Independent School is not to carry out any high risk activity. This is clearly outlined in a very comprehensive guide to organising educational visits. Activities involving students are normally low risk. We undertake a few medium risk activities with students, such as High ropes, and canoeing; but only using specialist/qualified instructors. Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment and to follow instructions.

We will always employ specialists to high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and students are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage. This might be when working on practical projects in school, or on work experience/placement.

### Specialist Risk Assessments

The company's Head office arranges for specialists to carry out the following risk assessments:

- Fire safety
- Gas safety
- Electrical safety



### Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning.

### Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Principal and members of the Governance group, in order to enable the Directors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Principal.

The Principal keeps an ongoing watch over all of these areas, and reports are made to the Directors and Governance group outlining any concerns or developments as soon as they become apparent.