

	Risk Assessment Policy	
	1. What is Risk Assessment A risk assessment is a careful, thorough examination of what, in day to day activities for pupils that could cause harm to them, so that it can be weighed up whether the school has taken enough precautions or should do more to prevent harm. The Management of Health and Safety at Work Regulations (1999) requires employers to assess the risks to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk. All staff should be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate. The results of a risk assessment and subsequent control measure should be made known to the staff, students and visitors concerned. In assessing the risks in the workplace, the Director will require the Designated Safeguarding Lead or nominated individual in charge of the activity to: • look for the hazards; • decide who might be harmed and how; • decide whether the existing precautions are adequate or whether more should be done; • record the findings; • review the assessment and if necessary, revise it 2. Requirements of Risk Assessment Risk assessments should identify the significant risks arising out of work or an activity. The level of detail in a risk assessment should broadly be proportionate to the risk, with the risk assessment undertaking the following: • ensuring that all relevant risks or hazards are addressed; • addressing what actually happens during activities; • ensuring that all groups of employees and others who might be affected are considered; • identifying groups of workers who might be particularly at risk e.g. students, inexperienced workers, students and staff with additional needs and	

	• taking account of existing preventative or precautionary measures. Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary. Complying with both regulatory requirements and best practice guidelines, our risk assessments also take into consideration that visitors, including those who deliver pupils to the school and collect them, can have younger and older children with them, who of necessity will have to enter the premises. All risk assessments are working documents which will be rigorously monitored, and formally reviewed on an on-going basis by the school's health and safety officer as well as the staff caring for the children. For external activities, staff will liaise with providers who will provide additional detail to assist us in accurately assessing risks. In addition to the relevant risk assessments being located in the relevant rooms/areas, they will also be available for inspection in the main education office. 3. Types of Risk Assessment a. Premises Risk Assessment (Appendix 1) – This is an assessment of each of the locations within the school where potential hazards may occur and the details of the precautions taken to prevent them. These can be updated termly or in the case where changes in the physical circumstances or situation of the room may require a reassessment. Any serious risk identified that exceeds the recommended Risk Rating will require a review of the precautions and a Health and Safety Risk Report (Appendix 4). b. Student Risk Assessment (Appendix 2) – This is an assessment of any activities that the learner may be involved in to determine if there are any potential risks in participating in the activity and the precautions recommended to mitigate any risks.	
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	c. Health & Safety Risk Assessment (Appendix 3) This is an assessment of the premises of the school that determines any potential risk there may be for staff or students. One report should be completed each quarter unless a particular incident/accident occurs or a serious risk is identified in which case an additional report will be required along with a Health and Safety Risk Report (Appendix 4).	
	4. When to create a Risk Assessment A risk assessment should be undertaken whenever there is evidence that a student might place themselves or others at risk of harm or injury. The evidence may come from a variety of sources including accident reports and violence and abuse forms, behaviour logs, concerns from staff and pupils or as a result of child protection procedures. Wherever practicable, a Student Risk Assessment should be undertaken prior to the child entering the school. There will be many instances, however, where the child is already at a school and as such there will be a point at which a risk assessment will be deemed necessary. Instances where it may be necessary to complete a Student Risk Assessment include:- • A student with a physical impairment; • A student has an acute or chronic medical condition, such as epilepsy or brittle bones; • A student has behavioural difficulties; • A student with autistic spectrum disorder; • A student behaving inappropriately on a regular basis or with regular disregard for instruction and supervision; • A student under emotional distress; • A student displays violent or threatening behaviour on a regular basis; • A student is regularly under the influence of alcohol or substances. Where a student demonstrates sudden, out of character, behavioural, emotional or physical signs or symptoms, the initial response should be to investigate the cause before a risk assessment is performed. An appropriate remedy or improvement may be applied before a risk assessment	

	is required. However, if the situation persists, or a long-term issue is identified, a student risk assessment should be carried out. In the case of a serious risk being identified or a serious accident or incident occurring then a Health and Safety Risk Report should be created to document the risk and describe the action that will take place to prevent such an occurrence happening again. 5. Autistic students Students with ASC (Autistic Syndrome Condition) often have ‘triggers’ – external factors that can result in challenging behaviour including sensory differences, changes in routine, anxiety, communication difficulties. The risk assessment needs to take such triggers into account to minimise the risk of any meltdowns and provide information about how best to control such behaviour if the signs of triggers become apparent. Such risk assessments require regular reviews to ensure that the descriptions of triggers and how best to deal with them when they present themselves so that all those who are responsible for the students are best informed. Special consideration to sensory needs must be considered as many autistic people have sensory differences and over or under stimulation may result in a meltdown. All staff responsible for the care of autistic learners must be aware of these sensory considerations and the risk assessment should indicate the best way of coping if the student is unduly affected by the environment or any additional factors. 6. Covid 19 Due to the ongoing pandemic many common activities and pastimes now include additional risk of both contracting and contributing to the spread of the virus. All risk assessments now should include a section detailing the risks associated with the spread and possible infection of the virus and the precautions taken to prevent the hazard from affecting the learners. 7. Responsibility	
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	Any staff member can complete a risk assessment. The academic manager is responsible for checking and confirming the precautions mentioned are adequate and that improvements have been taken to ensure changes have occurred to maintain the safety of the premises. All members of staff are responsible for maintaining the precautions and safety requirements. The academic manager is responsible for updating this policy annually.	
	Updated September 2023	Next update due September 2024

Appendix 1

RISK ASSESSMENT FORM

Date:	Assessed by:	Checked by:

Hazard	Who might be at risk?	Risk Rating			Measures to control risk
		P	S	RR	
a.					-
b.					-
c.					-
d.					-
e.					

Probability (P)	Severity (S)
0 - remote	0 - no injury
1 - unlikely	1 - minor injury

2 - possible	2 - first aid injury
3 - likely	3 - 3 day injury
4 - very likely	4 - major injury
5 - certain	5 - fatality/disability

If RR (Risk Rating) is:

0 - 6: No additional controls are required except good monitoring. Students and teachers should be made aware of the basic safety measures.

7 - 12: Action is required to reduce risk to acceptable level. Review of programme / additional measures are suggested.

12+: Inform next level of management. The programme will be taken further only if serious measures are taken to reduce risk and to ensure the safety of participants.

Appendix 2

Activity Risk Assessment

Identify the Activity: -	Location: -	Who May be at Risk?
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Identify hazards, risks and rate the risks

1. Divide the activity into tasks
2. Identify the hazards and associated risks for each task
3. List risk controls already in place
4. Determine a risk rating using the Risk Rating Matrix below

Tasks	Hazards	Risks	Risk Rating	Existing Control Measures
	-	-		

	-	-		
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Who conducted the Risk Assessment? Completed by Signature: Date: Next Review Date:	Who approved the Risk Assessment? Approved by: Signature Date:
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This risk assessment must comply with relevant regulatory and compliance requirements as set out in the relevant policies and procedures of the school

NB: Do not proceed with activity unless the results of the risk assessment determined the level of risk is minimal and or there are adequate control measures in place

(name) is able to use the toilet but requires prompting and supervision to wash his hands and wipe himself after the toilet

(name) exhibits challenging behaviour when he feels he is not been listened to or not understood

Prompts to use the toilet regularly. Access the community with spare clothes. Drink water often as he often gets dehydrated.

Ensure spare clothes are always available in the school

Prompt to use the toilet at home before leaving home during pick – up time.

Appendix 3

Health & Safety Risk Assessment

In accordance with Regulation 3 The Management of Health & Safety at Work Regulations 1999

Date	Location	General	x	Department	Assessment No

Who might be harmed?

Students	x	Staff	x	Visitors	x	Children		Vulnerable adults	x
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Section 1. Significant hazards identified	Section 2. Existing hazard control measures

Section 3. Further actions necessary to control the risk			
Who is to ensure actions are taken?		By what date?	
Overall assessment of risk		LOW:	MEDIUM: HIGH:
Proposed review date:			
Name of assessor:	Position:	Date:	Signature:
Section 4. Review Report			
Actions taken? YES		NO	Date

Further actions suggested at this stage? YES: NO:			
Reviewed by:		Date:	
Position		Signature	

Next Assessment Date:

Appendix 4

Health and Safety Risk Report

Nature of risk:	
People involved:	
Existing precautions:	
Details of the occurrence:	
How the risk was handled:	
What additional measures (if required) will be put in place in the future?	
Signed:	
Date:	