

## **KINGSDOWN SECONDARY SCHOOL**

### **RISK ASSESSMENT POLICY**

Date: January 2015

Review: January 2017

#### **BASIC PRINCIPLES**

- Health and Safety is everybody's responsibility – all staff at all times prioritise their own safety and well being and that of the students
- Robust risk assessments which are regularly reviewed ensure risks are anticipated and steps taken to eliminate or minimise those risks.
- Not all risks can be anticipated and prevented – accidents can and may happen at any time. It is vital that all staff are vigilant and aware of their surroundings, pupils and other adults and feel empowered to take early preventative action if they see a problem arising

#### **AIMS OF POLICY**

This policy aims to ensure that all stakeholders (including staff, parents/carers and placing authorities) are clear about the school's procedures and when a risk assessment is required.

The policy also aims to ensure that governors, the Principal, the Head teacher and all staff are clear about where the responsibility for risk assessment lies.

#### **RISK ASSESSMENT PROCEDURE**

Kingsdown believes that sound risk assessment is a tool for inclusion and allows our young people to access a rich and creative curriculum both on and off the school premises. Risk assessment is based on the five principles of risk assessment recommended by the HSE

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record findings and implement them
- Step 5 Review assessment and update if necessary

Kingsdown has a range of risk assessment pro-formas which can be used for different situations.

#### **RISK ASSESSMENTS AT KINGSDOWN**

##### **1. PUPILS**

- All pupils will have a baseline risk assessment carried out on entry using information gleaned from previous settings/paperwork and information provided by parents/carers, other agencies working with the pupil and the pupil themselves.
- The initial risk assessment will be reviewed after 2 weeks – until that time the pupil will not be allowed off site (see Induction Policy)
- An off-site risk assessment will be undertaken for every pupil – pupils will not be allowed off site if this indicates that the risk is too high or intolerable

*“RISK AWARE NOT RISK AVERSE”*

- Pupils scoring 10+ on the initial risk assessment matrix will have more detailed risk assessment/positive handling plans drawn up (see Positive Handling Policy)
- Risk Assessments will be shared with parents/carers and other agencies and will be stored in hard copy on the pupil file and electronically in the Staff Shared area for all to access. It is expected that all staff will ensure they are familiar with the procedures outlined in pupil risk assessments at all times.
- Pupil risk assessments will be reviewed and updated 6 monthly or after every serious incident or on the advice of parents/carers and/or other professionals. Pupils’ placements will be terminated if the risks posed become intolerable.
- If pupils are selected to go on a WRL Activity their Risk Assessment will be reviewed and updated and shared with the provider (see WRL Policy).
- WRL Providers will always be asked for a copy of their risk assessments before they are approved or a Risk Assessment from an IOSH accredited agency will be requested (e.g. Work Experience)

**2. PREMISES**

- The site manager is responsible for undertaking, reviewing and updating risk assessments for all the public areas in the school including the grounds. (see H&S Policy)
- Teachers are responsible for risk assessing their classrooms
- Risk Assessments are living documents and will be reviewed and updated as required (especially in the light of pupil need)
- The Health and Safety Policy details the steps that will be taken to ensure that the premises remain safe at all times.

**3. VISITS & OFF SITE ACTIVITIES**

- When planning a visit the responsible staff member will check and update as necessary any generic risk assessments held by the school (e.g. for minibus or public transport and for regularly used venues)
- Venues will be asked for their risk assessments which will be read and any additional hazards given the nature of our pupils considered.
- The school will undertake a risk assessment for any venue where an overnight stay is proposed or where the planned activity could be hazardous. (see Educational Visits Policy)

All Staff should be aware of the Emergency Procedures Policy in the event of an accident/incident.