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PARKWOOD HALL CO-OPERATIVE ACADEMY

Parkwood Hall

Co-operative Academy

"Growth through Personal and Social Learning"

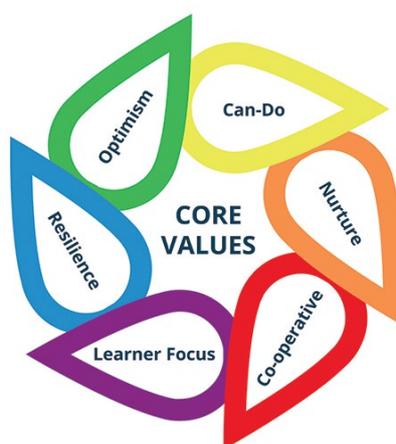
Statutory Policy File

RISK ASSESSMENT POLICY

Index No: 33 (v1.0)

Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Our Core Values



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RISK ASSESSMENT POLICY

Parkwood Hall is a Co-operative Academy and we have adopted the values of the Co-operative Movement to assist us as we govern the school. We have also developed values for learning and teaching that inspire our students and staff alike.

Our co-operative values are self help, self responsibility, democracy, equality, equity, solidarity, honesty, openness, social responsibility and caring for others. These are the ways in which we do things at our school and they sit at the heart of all our policy development.

In this policy the following values are particularly relevant:

- self help, self responsibility, openness and caring for others

“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

Parkwood Hall Co-operative Academy is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Our 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, 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.

1 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. 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. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Parkwood Hall Co-operative Academy we are very aware that all staff and students need to receive training. A “library” of risk assessments is maintained by the school’s administration staff and is available to anyone on request.

The HR & Compliance Officer is responsible for keeping records of staff training.

2 WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out at Parkwood Hall Co-operative Academy, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Environmental and grounds-related risks
- Educational visits and trips
- The risks that individual students may pose to themselves (e.g self-harm) and others (see section 3.1 below)

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

2.1 Educational

- Practical activities (e.g. gardening)
- Each sport and PE activity
- Work Experience
- Art (including use of clay and other 3D materials)
- Drama (including the theatre back-stage, stage, props room and lighting box)
- Staff welfare (e.g. pregnancy, return under ‘fit for work’ limitations issued by GP)

To help us carry out effective risk assessments, and assess all risks adequately, on occasions we may make use of model or generic risk assessments, for our educational activities and visits.

2.2 Independence

The aim of the independence strand of our curriculum is to ensure that every student leaves as a confident, articulate young person (within their cognitive and linguistic limitations) capable of knowing about many risks and how to keeping him/herself safe. Our teaching of independence is directed towards promoting an increasing understanding, as the students develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

2.3 Medical and First Aid

Our School Nurse maintains risk assessments for first aid and all other treatments and procedures. Records of all incidents are maintained through incident/accident forms and these are checked by the Principal, who will look for patterns and risks which may need further controls.

The Principal is responsible for ensuring the 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).

2.4 Unsupervised Access by Students

We ensure that students understand why they do not have unsupervised access to potentially dangerous areas, notably specialist teaching areas. All flammables are kept securely locked. Students do not have access to the Maintenance and Catering areas of the school.

2.5 Child Protection

Our Safeguarding and Child Protection 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 who are not allowed to work in the UK.

2.6 Support Areas

Catering and Cleaning: risk assessments and training are 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. Assessments are in place for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Training is given to minimise the risk of both fire and security by adhering to good practice.

3 CONDUCTING A RISK ASSESSMENT

Our policy at Parkwood Hall Co-operative Academy is to reduce the risk in all activities to an acceptable level. In order to assure this we ensure that:

- Staff delivering the activity or instruction are appropriately trained
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage

3.1 Specialist Risk Assessments

The School Business Manager, in conjunction with the Site Manager, arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

3.2 Students who may pose a risk to themselves or to others

A number of students may pose a risk to others as a result of certain behaviours, or may be at risk of causing harm to themselves. Examples of the latter include *dysphagia* (difficulties in eating and swallowing) and self-harming behaviour. These students have a Combined Risk Assessment and Behaviour Plan. An example of this form can be found at Appendix 2.

The aim of this document is to provide a simple, accessible and practical guide for all staff (and especially new employees) to understand the principal risks, triggers and actions to reduce risks. They are compiled from information gained as part of the admission process and are reviewed annually (at the time of the Annual Review), or sooner, if risks, triggers or behaviours change.

3.3 Reviews

All risk assessments are reviewed and changes recorded annually or when major structural work is planned or in the event of an accident/ serious incident. A 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 and for water sampling.

4 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. 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 Strategic Leadership Team responsible for the governance of the school to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the person responsible for that area – or in the case of a non-urgent concern – to the appropriate member of the Health and Safety Committee, who are listed in Appendix 1.

APPENDIX 1. H&S COMMITTEE MEMBERSHIP

Principal

Academy Business Manager

Catering Manager

Deputy Principal

Site Manager

H&S Governor

H&S Staff Representative

School Nurse

APPENDIX 2. INDIVIDUAL STUDENT BEHAVIOUR PLAN

INDIVIDUAL STUDENT MANAGEMENT PLAN

RISK ASSESSMENT

STUDENT NAME:			
POSITIVE HANDLING STRATEGIES:	BASIC TEAM TEACH TECHNIQUES		
DATE:		WRITTEN BY:	
REVIEW DATE:			

	MAIN RISKS	ACTIONS TO REDUCE RISKS	FURTHER INFORMATION
General Risks			
Kitchen			
Dining room/ Assembly			
Playground/Site/ Transitions			
Off Site / Independent Travel			
Fire Alarm			
Night Time			
Self Harm			
Swimming			

INDIVIDUAL STUDENT MANAGEMENT PLAN

BEHAVIOUR PLAN

BEHAVIOURS	TRIGGERS	RESPONSE

Signature:..... (Deputy Principal) Date:.....

Signature:..... (Class Teacher/Personal Tutor) Date:.....

Signature:..... (Parent/Carer) Date:.....

APPROVAL

This Policy was written for Parkwood Hall Co-operative Academy and will be reviewed by the Finance & General Purposes Committee on a 3-yearly cycle and must be signed.

Date Policy Reviewed:	
Date of Next Review:	19/11/21
Signature of Governor: <i>(for statutory policies only)</i>	Signature of Principal:
Date:	Date:

Version and Date		Action/Notes
1.0	19/11/18	Creation of document.