

# THE ALTERNATIVE SCHOOL GROUP LTD

## Whole School Risk Assessment Policy



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## **Introduction**

At TAS we are committed to providing a safe and healthy working environment that inspires and supports academic achievement. This policy sets out the procedures the school will follow in order to identify and manage the health and safety of its pupils; staff and visitors who may be affected by the school's activities. The purpose of a risk assessment is to determine what measures should be taken to comply with the duties under the relevant statutory provisions.

This policy will be adhered to by all staff members at all times.

## **Definitions**

1. Risk assessment – is defined as a careful examination of what in the school could cause harm to people, so that the school can determine whether the necessary precautions are in place or whether more should be done to prevent harm.
2. Hazard – is identified as anything that may cause harm or has the potential to cause harm, such as chemicals; physical hazards; electricity and biological hazards etc.
3. Risk – is the chance that someone may be harmed by it and other hazards, together with an indication of how serious the harm could be. A risk is judged to be low; medium or high.
4. Dynamic risk assessment – is defined as an assessment that takes into account unexpected or short, temporary changes that require immediate amendments to be made to control measures.
5. Generic risk assessment – is an individual assessment covering the common, significant hazards that staff and others face on a daily basis such as low-risk activities or repeated activities.

## **Responsibilities**

The Proprietor together with the Headteachers have overall responsibility for safeguarding and promoting pupil welfare and well-being within their own school.

At an operational level, the Headteacher will:

- ensure that all staff are aware of, and adhere to, the School's policies and procedures on pupil health, safety and welfare
- ensure that key staff have clearly established roles and responsibilities
- ensure that staff are appropriately trained to deal with pupil welfare issues
- ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed
- ensure that staff, pupils, parents/carers and other professionals, where appropriate, are consulted to find practical and supportive solutions to welfare issues

- ensure that standards of pupil welfare at the School are regularly monitored and reviewed at both an individual level and whole school level to identify trends and issues of concern and to improve systems to manage these
- ensure that risk assessments are carried out in line with school policy and that staff are trained in regard to policy and procedure
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk can not be suitably controlled so far as is reasonably practicable.
- Implementing appropriate mechanisms to communicate safe system of work identified as part of the risk assessment process

Class Teachers with the support of the Headteacher, Deputy Headteachers and DSL are responsible for carrying out risk assessments in relation to the specific matters of pupil health, safety and welfare .

All staff members are responsible for:

- Taking reasonable care of their own safety, as well as that of pupils visitors and other staff members
- Undertaking their work in accordance with training and instructions
- Co-operating with the school on health and safety matters
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defects to the headteacher or maintenance manager
- Participating in risk assessment training

## **Health & Safety**

In accordance with the school's Health & Safety policy and requirements under The Management of Health and Safety at Work Regulations 1999, the school will assess risks to the health and safety of staff, pupils and others affected by the schools activities. TPB Group (Tom Beswick Brown) delivers training to the staff team around health and safety and risk assessment.

The Alternative School Group is supporting with risk assessments by two external consultants. Tom Beswick Brown (TPB Training) supports with risk assessments, health and safety queries, advice backup and is the school's responsible person for health and safety.

Shaun Naughton, SN Consultants, supports the school with fire risk assessments.

## **Pupil Welfare**

- The School recognises its responsibility to safeguard and promote the welfare of pupils in its care. This responsibility encompasses the following principles:
  - To support pupils' physical and mental health and emotional well-being (as well as their social and economic well-being)
  - To protect pupils from harm and neglect
  - To recognise that corporal punishment can never be justified
  - To provide pupils with appropriate education, training and recreation
  - To encourage pupils to contribute to society
  - To ensure that pupils are provided with a safe and healthy environment (and to improve the physical environment of the school in order to improve its provision for disabled pupils)
  - To manage welfare concerns effectively

### **The school addresses its commitment to these principles through:**

- **Prevention** - ensuring that all reasonable measures are taken to minimise the risks of harm to pupils and their welfare by:
  - Ensuring through training that all staff are aware of and committed to this policy and the values of the school
  - Establishing a positive, supportive and secure environment in which pupils can learn, develop and feel safe
  - Including in the curriculum, activities and opportunities for Personal and Social Development which equip pupils with skills to enable them to protect their own welfare and that of others
  - Providing medical and pastoral support that is accessible and available to all pupils
- **Protection** - ensuring all appropriate actions are taken to address concerns about the welfare of a pupil, whether of a safeguarding nature or otherwise. This includes:
  - Sharing information about concerns with agencies who need to know and involving pupils and their parents/carers appropriately
  - Monitoring pupils known or thought to be at risk of harm and formulating and/or contributing to support packages for those pupils
- The school recognises that pupil welfare and well-being can be adversely affected by many matters whether in or away from school, including abuse, bullying, behavioural and health issues.
- The school has developed this policy and the policies in the table below, which set out full details of its procedures to safeguard and promote pupil health, safety and welfare.

## Risk Assessment Procedures

- **Individual Risk Assessments:** On entry an individual risk assessment will be written, and appropriate actions taken to manage and reduce identified risk, for every pupil based on the information provided by the referring agency and/or parent/carer and any other professionals working with the young person. The risk assessment will form part of each pupil's Individual Learning Plan (ILP) for the purpose of target setting but remains confidential. This risk assessment should be
- **Updated Individual Risk Assessment:** Where an additional or different concern about a pupil's welfare and/or behavior is identified, the risks to that pupil and, where appropriate the risks to other pupils, will be assessed and appropriate action will be taken to reduce the identified risks. A new version of the Individual Risk Assessment will then be written and regularly monitored and reviewed.
- **Classroom Risk Assessment:** All teachers will write a site specific risk assessment for their classroom (and any other site used by their pupils such as the sports hall or drama studio) and a classroom risk assessment for each of their groups showing the layout of the room, pupil seating plans and the rationale for this for the different activities carried out in the classroom. This will also be reviewed and updated as required.
- **Daily Risk Assessment:** Daily risk assessments are carried out for all activities involving pupils which are separate and different to those covered in the classroom risk assessment, such as going to the shop for the weekly menu or where guest speakers, visitors and/or practical activities are taking place.
- **Off-site Site Specific Risk Assessment:** These are completed for all activities which are not classroom based such as school trips and visits. These are signed off by the headteacher. A copy of the risk assessment must be taken with the staff member leading each activity and a copy retained in school with the school contact for the trip, usually the Headteacher.
- The information obtained through this process and the action agreed will then be shared, as appropriate, with pupils, other staff, parents/carers and third parties in order to safeguard and promote the welfare of a particular pupil or of pupils in general.
- As part of Personal and Social Development and explicit teaching around safeguarding, pupils are taught to write risk assessments and are actively involved in writing classroom and daily risk assessments and the risks and safeguarding measures around school trips and outdoor activities.

## **Format and Storage**

- All risk assessment proformas are available on Dropbox and the correct format must be used at all times.
- Individual risk assessments should be securely stored with each pupil's individual record on Dropbox
- Classroom and generic daily risk assessments should be stored on dropbox. A physical copy of the classroom risk assessment should be displayed within each classroom.
- Site specific risk assessments for Duke of Edinburgh activities, school trips and visits are stored in the D of E Lead Teacher risk assessment folder following completion of the activity.

## **Safeguarding/Child Protection**

- With regards to safeguarding risks, and in accordance with current statutory guidance, including current Keeping Children Safe in Education and Working Together to Safeguard Children (2018) the School has systems in place to identify pupils who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the police, health services and other services, where necessary.
- Full details of the School's safeguarding procedures are set out in the Safeguarding and Child Protection Policy.

## **Anti-Bullying**

- The School has a written Anti-bullying Policy and Cyberbullying Policy which covers the School's approach to the management of bullying and cyber bullying.

## **Behaviour**

- The school has a written positive Behaviour Policy which sets out how it promotes good behaviour amongst pupils and the sanctions to be adopted in the event of pupil misbehaviour.
- This policy contains further information about the School's performance of its duties under the Equality Act 2010 (and reasonable adjustments made for pupils with educational needs/disabilities), support systems for pupils and liaison between parents/carers and other agencies.

## **Health and Safety**

- In accordance with its obligations under the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order (RRFSO) 2005 the School
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has a duty to ensure the health, safety and welfare of employees and the health and safety of pupils and others affected by the School's operations, so far as is reasonably practicable.

- The School will do so by taking a sensible, proportionate and holistic approach to the management of health and safety issues in accordance with the School's obligations and its health and safety policies and procedures.

#### **First Aid & Medical Policy**

- The School has a First Aid Room and a First Aid and Medical Conditions Policy which sets out the procedures for dealing with any staff or pupil who is unwell or injured.

#### **Administration of Medicines and Health Care**

- The School has clear guidance on the administration of medication at school and the use of Healthcare Plans for complex medical needs which are set out in our First Aid and Medical Conditions Policy.
- All staff are trained in policy and procedure and in the Emergency Action Procedures for the Common Serious Conditions

#### **Educational Visits Policy**

- The School has an Educational/Offsite Safety Policy which explains in detail the procedures for the management of the safety of groups or individuals, customers and staff of The Alternative School during offsite visits and activities including Duke of Edinburgh Award activities.
- All sites are visited and risk assessed in advance of activities taking place.

### **Who is responsible for implementing the policy?**

- The TAS Proprietor, the Headteacher, Management Team and all staff.

### **Monitoring, Training and Review**

- Safeguarding is on the agenda at all times and is regularly discussed and actioned as needs arise. Safeguarding and pupil welfare is discussed at regular management meetings and weekly Team meetings and at TAS Advisory Board meetings.
- All risk assessments are regularly reviewed and updated as required with the use of classroom/building audits to aid the process.
- Educational visits, offsite activities and daily activities are evaluated, and the outcomes used to continually improve practice
- TAS Advisory Board member with responsibility for Health and Safety evaluates and advises on policy and procedures
- Policy and practice are reviewed at least annually and sooner if required
- Staff induction and on-going CPD includes regular safeguarding, including risk assessment, training



## Appendix 1: Guidance on Risk Assessment

A risk assessment in the pupil welfare context is a careful examination of what could cause harm to pupil welfare and appropriate control measures, so that you can weigh up whether the School has taken adequate precautions or should do more to prevent harm.

The purpose of a risk assessment is to identify sensible measures to control real risks - those that are most likely to occur and/or will cause the most harm if they do.

When thinking about your risk assessment in this context, remember:

- a welfare issue is anything that may harm a pupil, including cyber-bullying or abuse
  - the risk is the chance that a pupil could be harmed, together with an indication of how serious the harm could be

### Step 1: Identify the issue

First you need to work out how pupils could be harmed. This will generally be set out in the concern raised about a pupil's welfare.

### Step 2: Decide who might be harmed and how

Identify individual pupils or groups who might be harmed and how they might be harmed by the concern raised.

### Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. The extent of the risk will depend on the likelihood of the harm occurring and the severity of the harm.

The effectiveness of controls should be considered and the extent of risk remaining assessed. When deciding if precautions are acceptable, the assessor should take into account the legal requirement to do all that is "reasonably practicable" to protect people from harm. Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the pupil's welfare.

If the remaining risk is unacceptable then further controls must be identified to further reduce the risk. Where further action is necessary then an action plan should be included in the risk assessment, this should include:

- name of employee responsible for completing the action
- target date for completion
- any interim measures to reduce risk in the short term
- confirmation that the action has been completed
- reassessment of the level of risk following completion of the action.

### Step 4: Record your findings and implement them

Make a written record of your significant findings - the issue, how pupil(s) might be harmed and what arrangements the School has in place to control those risks.

There is no prescribed format for this record but any record produced should be simple and focused on control measures and the steps the School proposes to take to manage the risk.

### Step 5: Review your risk assessment and update if necessary

Review what you are doing for the pupils identified and across the school generally and monitor the efficacy of the measures you have put in place on a regular basis, or as required.

Appendix 2 shows an example risk assessment template when actioning and reviewing a specific risk.



## Appendix 2: Example risk assessment template

What is the welfare issue?	Who might be	What measures are already in place?	What further action is necessary?	Action by whom?	Action by when?	Done
Alleged bullying of Pupil A by Pupil B	Pupil A	Both pupils have been interviewed and investigation is ongoing.	<p>Pupil A should not sit next to Pupil B in class.</p> <p>Pupil A and Pupil B not to be allowed to take breaks at the same time</p> <p>Report any incidents to [insert name].</p>	<p>Class teacher</p> <p>Break and lesson supervision</p>	<p>Immediately</p> <p>Immediately</p>	<p>Yes - communicated to staff on [date]</p>