

RISK ASSESSMENT POLICY

SMS Changing Lives School



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This policy is disseminated to staff at relevant meetings and through line management and staff appraisal.

The policy is referred to regularly in line with SEND training and is listed on the school website

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1. Policy Statement

The day-to-day responsibility for ensuring that risk assessments are carried out and that records are kept and reviewed rests with the Head of School. Teachers are likely to be tasked with ensuring that their own departments follow endorsed school policies and procedures. The entire school community needs to “buy into” the school’s health and safety culture and to become involved with using and updating risk assessments as part of their daily routine. The Head will use whole staff meetings to review and monitor risk assessments.

SMS Coaching is fully committed to promoting the safety and welfare of all in our schools 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 not with 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 pupils need to be educated into how to cope safely with risk.

The school uses its risk assessments as a tool for conducting a formal examination of the harm or hazard to people 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, fire alarms, fire practices, gas and electrical shut down points and insurance). Evidence of actions taken due to Risk Assessment will be recorded in meeting minutes.

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.

All risk assessments in SMS are reviewed regularly. Room Risk assessments are reviewed annually; trip risk assessments are undertaken for each outing. The Full Fire Risk Assessment is reviewed annually as are Health and Safety assessments. The Competent Person undertakes a visual risk assessment of all rooms and fire precautions each day. All staff are expected to undertake visual risk assessments of their teaching area prior to

commencing a lesson. Those teachers who are using materials or undertaking activities which may pose additional risks are expected to risk assess their activity comprehensively. At SMS, we are very aware that all staff and pupils need to receive training. The risk assessments are maintained by the Head Teacher and the Site Supervisor. The Head Teacher is responsible for keeping records of staff training.

There are numerous activities carried out in SMS, 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:

- Science experiments
- Learning outside the classroom
- Food Technology
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Hair and Beauty
- Construction
- Boxing

Learning outside the classroom

This is when a school undertakes Learning Outside the Classroom (LOtC) at some point during the academic year. It is the responsibility of the LOtC Coordinator to undertake a termly site visit, to risk assess the venue in addition to receiving the risk assessment from the venue.

We have a risk assessment for both our outdoor areas and our indoor classrooms. Many risks are assessed as ongoing and are part of the daily routine. We review our risk assessment once a year or more often as needed and this is reported to the Site Supervisor and the Proprietor. Some aspects of our risk assessments are checked and noted on a daily basis and records of these are kept.

Staff carry out a dynamic assessment of their teaching area daily and all staff are expected to undertake visual risk assessments of their teaching area prior to commencing a lesson.

Those teachers who are using materials or undertaking activities which may pose additional risks are expected to risk assess their activity comprehensively.

Staff are expected to consider the age and individual risk assessment of the children they are teaching and make additional checks prior to classes taking place for vulnerable pupils as identified in their risk assessment.

2. Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves our school as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE and SMSC programmes and Assemblies (Covid restrictions allowing) are directed towards promoting an increasing understanding, age-appropriate to the pupil's development, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

All pupils at SMS will have an individual risk assessment in addition to any environmental risk assessments carried out. These will be updated as required and will be read by all staff working with the pupil to minimise any risks to all parties.

3. Medical and First Aid

The medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are available in reception. The Head Teacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) to the Proprietor.

4. Unsupervised Access by Children

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas. All flammables are kept securely locked. The construction room is kept locked at all times when not in use.

5. Safeguarding/Child Protection

Our Safeguarding policies and training for all staff form the core of our safeguarding/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 the Directors,

volunteers and the adult members of the schools, and by ensuring that everyone in our community receives regular safeguarding training, we manage this risk to an acceptable level.

6. Risk Assessment

Our policy at SMS Coaching is not to carry out any high-risk activity. Activities involving pupils are normally low risk. We may undertake a few medium risk activities with older pupils, such as riding, mechanics and motocross, but only using specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouthguards, 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 pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

7. Specialist Risk Assessments

The Head Teacher and Site Supervisor arrange for specialists to carry out the following risk assessments:

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

8. Reviews

All risk assessments are reviewed (and recorded) regularly/annually, 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 machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

9. Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments, and Health and 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 pupils and visitors. They are responsible for co-operating with the Head Teacher and other members of the SLT 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 Jonathan Davies, the company director of Health and Safety.