

New Horizon Academy: Risk Assessment Policy

Policy Statement

At New Horizon Academy we educate with purpose: to provide our pupils with the tools they need to become independent, achieve economic well-being, contribute to society, and always strive to do their best.

We provide a vibrant environment for the education of children with moderate and severe learning needs who are in the care of New Horizons Care Limited. We will be responsive enough in our teaching approach to consistently meet our pupils needs and prepare them for the ever-changing world.

To facilitate this, pupils should be safe in school and when undertaking out of school activities. They should be able to go on exciting school trips that broaden their horizons, play freely in the playground, take part in sports and feel safe while doing so. Staff, other stakeholders and visitors should also be safe while they do their jobs, use our school facilities or are under our care.

For this reason, we have prepared a Health & Safety policy in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974. In addition to the Health & Safety policy, under the Management of Health and Safety at Work Regulations 1999, we are required to:

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

To that end, we have compiled this Risk Assessment policy. It describes how we will ensure that:

- Risk assessments are undertaken for all activities that take place at the school and off the school premises under the supervision of school staff, and information on the risk assessments including the controls required to ensure a safe working culture is disseminated to relevant persons and readily available
- We establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school

- We consult with the councils Safety Officer or Fire risk assessor prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- We agree safety procedures for special events, ensuring the event is risk assessed

Responsibilities and Responsibilities

The governing board is responsible for:

- The overall responsibility of risk management at the school.
- Delegating strategic decisions for operational management of risk and health and safety to the headteacher.

The headteacher is responsible for:

- Ensuring potential hazards are identified and risk assessments are carried out as appropriate. This duty is delegated to the Health and Safety Coordinator
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained to do so.
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Implementing frameworks for decision-making and strategies which consider risk assessment principles.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the governing board.

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.
- Cooperating 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 in order to create new, or update, risk assessments.
- Participating in risk management training delivered by the school.

Safeguarding

In accordance with 'Keeping children safe in education' (KCSIE), the school recognises its specific safeguarding duties with regards to risk assessments.

The headteacher will undertake a risk assessment when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. The following will be considered:

- The nature of the work with pupils
- What the school knows about the volunteer, including formal or informal information provided by staff, parents and other volunteers
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- Whether the role is eligible for an enhanced DBS check

All details of the risk assessment conducted will be recorded.

Where there is a possible suspension of a staff member, the school will conduct a risk assessment to determine their decision.

Where there has been a report of sexual violence, the DSL will undertake an immediate risk assessment. If there has been a report of sexual harassment, the need for a risk assessment will be considered on a case-by-case basis by the DSL. The risk assessment will address the following:

- The victim – particularly their protection and support
- The alleged perpetrator
- All other pupils (and adult pupils or staff if appropriate) at the school, especially any actions required to protect them

The risk assessments conducted above will be recorded and kept under review by the DSL.

Any risk assessments conducted by professionals following an incident will be used by the DSL to inform the school's risk assessment. The school's risk assessment does not act as a replacement to risk assessments conducted by professionals.

Where a pupil is convicted or receives a caution for a sexual offence, the DSL will update the risk assessment to ensure relevant protections are in place for all pupils at the school.

As required by section 26 of the Counter-Terrorism and Security Act 2015, the school will conduct a risk assessment to determine the appropriateness of any filters and monitoring systems needed to control the risk of pupils being drawn into terrorism.

Assessing pupils' welfare

Where any of the following criteria are met, the school will conduct a risk assessment regarding pupils' welfare by following identified in Procedure for Conducting Risk Assessments:

- A pupil with a clinical tendency towards behavioural, social and emotional difficulties, e.g. a pupil with autistic spectrum disorder.
- A pupil with a historical tendency towards behavioural, social or emotional difficulties.
- A pupil either returning to the school after a fixed-term exclusion or joining from another school after a permanent exclusion.
- A pupil with either a clinical tendency or historical tendency towards behavioural, social or emotional difficulties and participating in any off-site school visits/trips.

All risk assessments regarding pupils' welfare will take into account previous behaviour, and outline specific measures, including both punitive sanctions and pastoral support, to ensure the risk of behaviour being repeated is minimised and managed.

Care will be taken to ensure that pupils with SEND are not excluded from school activities as a result of behavioural difficulties, unless it is sufficiently severe as to directly interfere with the education of other pupils.

Areas of risk

The school identifies key areas of school management that present risks to the school community – these include, but are not limited to, the following:

- Safeguarding
- Pupil welfare
- Health and safety
- Security
- Fire safety
- Critical incidents
- School trips

- Staff recruitment

Specific risk assessments by professionals are also conducted under the following categories:

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

Procedure for Conducting Risk Assessment

We will follow the procedure outlined by the Health & Safety Executive:

- Identify hazards
- Assess the risks
- Control the risks
- Record your findings
- Review the controls

Identifying Hazards

Our Health & Safety Coordinator will:

- Look around the school and think about what may cause harm. Think about how people work and how equipment are used; what chemicals and substances are used; what safe or unsafe work practices exist; the general state of your premises
- Look back at the accident and ill health records as these can help identify less obvious hazards.
- Take account of non-routine operations, such as maintenance, cleaning or changes in production cycles.
- Think about hazards to health, such as manual handling, use of chemicals and causes of work-related stress.

- Think about hazards that can be faced in transit to external venues and getting access to the risk assessments compiled by staff at these venues

For each hazard, think about how pupils, staff, contractors, visitors or members of the public might be harmed.

Consider those who are vulnerable - some pupils and staff have particular requirements, for example pupils with complex needs, young workers, migrant workers, new or expectant mothers and people with disabilities.

Talk to staff - involve staff members in the procedure as they will usually have good ideas.

Assessing the risks

After identifying the hazards, the Health & Safety Coordinator will evaluate how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

They will decide:

- Who might be harmed and how;
- What you're already doing to control the risks;
- What further action you need to take to control the risks;
- Who needs to carry out the action;
- When the action is needed by

Controlling the risks

The Health & Safety Coordinator will look at the school is already doing, and the controls that are already in place. They will then consider:

- Can the hazard be eliminated altogether?
- If not, how can the risks be controlled so that harm is unlikely?

If further controls are needed, they will consider:

- redesigning the activity
- replacing the materials, equipment or process
- organising the activity to reduce exposure to the materials, equipment or process
- identifying and implementing practical measures needed to ensure safety
- providing personal protective equipment and making sure staff and pupils wear it

- putting the controls identified in place. The school is not expected to eliminate all risks, but we will do everything ‘reasonably practicable’ to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

Record your findings

The Health & Safety Coordinator will record findings, including:

- the hazards;
- who might be harmed and how;
- what will be done to control the risks

See Annex 1 for the template that we will use to record the findings of risk assessments.

Review the controls

We will review the controls in place to make sure they are working. We will also review them if:

- they may no longer be effective;
- there are changes that could lead to new risks such as changes to: staff, a process, the substances or equipment used
- staff have spotted any problems or there have been any accidents or near misses.

The risk assessment will be updated with any changes that are made.

Annex 1: New Horizon Academy – Risk Assessment Form

Activity:		Assessment Carried Out By:	
Date of Next Review:		Date Assessment Was Carried Out:	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done