



Hillcrest Glebedale Risk Assessment Policy

This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SLT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Local Procedures Owner: Karen Caswell

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This policy complies with the Independent School Standards – Part 3 – Welfare, Health and Safety of Pupils

At Hillcrest Glebedale School we provide a broad and balanced curriculum of opportunity, recognising as part of this, that many rich learning experiences occur outside of the standard 'classroom' environment. To this end, we provide a range of enriching experiences for all of our young people to access, with the aim of developing them spiritually, socially, emotionally and culturally, as well as preparing them for their next phases and life in Modern Britain. Safety is of paramount importance, we fully ensure that all activities are thoroughly risk assessed before being undertaken.

At Hillcrest Glebedale School we support pupils from a diverse range of backgrounds, all of whom have additional complex needs. It is imperative, therefore that we work collectively with all of our stakeholders and clinical professionals to identify any associated risks and support our young people appropriately. A full risk assessment (Individual Behaviour Support Plan) is in place for all young people identifying potential hazards and measures in place to minimise and manage risks.

What is risk assessment?

A risk assessment is a careful, thorough examination of what, in an employee's work, or day to day activities for pupils that could cause harm to them, so that it can be weighed up whether the Proprietor has taken enough precautions or should do more to prevent harm. The Management of Health and Safety at Work Regulations (1999) requires employers to assess the risks to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk. All staff should be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. The results of and risk assessment and subsequent control measure should be made know to the staff, students and visitors concerned. In assessing the risks in the workplace, the Proprietor will require the Health and Safety Manager or nominated individual (Head Teacher and Pastoral Manager) in charge of the activity to:

- look for the hazards;
- decide who might be harmed and how;
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings;
- review the assessment and if necessary, revise it.

Requirments of a Risk Assessment

Risk assessments should identify the significant risks arising out of work or an activity. The level of detail in a risk assessment should broadly be proportionate to the risk, with the risk assessment undertaking the following:

- ensuring that all relevant risks or hazards are addressed;
- addressing what actually happens during activities;
- ensuring that all groups of employees and others who might be affected are considered;
- identifying groups of workers who might be particularly at risk e.g. students, inexperienced workers, students and staff with additional needs and
- taking account of existing preventative or precautionary measures.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

Complying with both regulatory requirements and best practice guidelines, our risk assessments also take into consideration that visitors, including those who deliver pupils to the school and collect them, can have younger and older children with them, who of necessity will have to enter the premises.

All risk assessments are working documents which will be rigorously monitored, and formally reviewed on an on-going basis by the school's health and safety officer as well as the staff caring for the children. In support of this process risk assessments will be an agenda item at the quarterly meeting of the Health and Safety Committee. For external activities, we will also liaise with providers who will provide additional detail to assist us in accurately assessing risks.

In addition to the relevant risk assessments being located in the relevant rooms/areas, they will also be available for inspection in the SLT office and school intranet/shared drive.

Looking for Hazards

You can look for hazards by:

- consultation and conducting inspections of the workplace;
- analysing jobs;
- adopting a "what if" approach;
- listing all Acts and Regulations as they apply to the workplace.
- Manufacturers' instructions, accident records, ill health records, etc., can help to identify hazards.

Advice to All Staff

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:

- slipping / tripping hazards (e.g. poorly maintained floors or stairs);
- fire (e.g. from flammable materials);
- chemicals (e.g. Battery Acid);
- moving parts of machinery, (e.g. blades);
- work at height, (e.g. from mezzanine floors);
- pressure systems, (e.g. gas systems and bottles);
- vehicles (e.g. tractors & trailers);
- electricity (e.g. poor wiring);
- dust fume (e.g. welding);
- manual handling;
- noise;
- poor lighting;
- low temperature.

Is Risk Adequately Controlled?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:

- adequate information, instruction or training?
- adequate systems or procedures?
- Do the precautions:
 - meet the standards set by a legal requirement?
 - comply with a recognised industry standard?
 - represent good practice?
 - reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules, etc giving this information. If the risk is not adequately controlled, an 'action list' should be written.

Who Might be Harmed?

There is no need to list individuals by name, just groups of staff conducting similar work, or why they may be affected, e.g.:

- Pupils and Staff
- maintenance staff;
- contractors;
- people sharing your workplace;
- operators;
- cleaners;
- members of the public.

Pay particular attention to:

- Pupils and staff with disabilities;
- visitors;
- inexperienced staff;
- lone workers.

The Proprietor should be able to show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the obvious significant hazards;
- the precautions are reasonable and the remaining risk is low.

Keep the records for future reference: an inspector may ask for them or if you become involved in any legal action they will be required.

What Further Action is Necessary to Control the Risk?

What more could you reasonably do to reduce these risks which you found were not adequately controlled?

You will need to give priority to those which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order

- remove the risk completely;
- review elements of the activity to reduce risks
- prevent access to the hazard (e.g. by guarding or fencing);
- organise work to reduce exposure to the hazard;
- issue personnel protective equipment;
- provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).