Risk Assessment Policy

Created Date	November 2024	Review Date:	November 2025
Reviewed By	Headteacher		
Approved by Governing Body	November 2024		

Rationale

Pathways Education is committed to managing health and safety within the business by controlling risks in the school and its workplaces. Students and staff should be safe in school and when undertaking out of school activities. Pathways Education recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to young people, staff, visitors, general public, contractors and expose Pathways Education Ltd to the possibility of prosecution.

Aim

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout Pathways Education. This policy has particular regard for ensuring the welfare of pupils at the school is safeguarded, always promoted and appropriate action is taken to eliminate or reduce potential risks that are identified.

The purpose of risk assessment is to identify potential hazards, persons at risk and how they might be harmed. To record control measures already in place, to evaluate any risk and identify any actions required to improve control measures.

Risk assessment includes such areas as:

- Safeguarding (see safeguarding and Child Protection policy).
- Health and Safety (see Health and Safety policy)
- Security
- Fire Safety (see Fire Safety policy)
- Site Security (see Health and Safety policy)
- School off site activities (see Off Sites visits policy)
- Individual student risk assessment
- Critical incidents

Some topic specific risk assessments are required by legislation for example those concerning fire safety, supervision of young people, school trips, manual handling, display screen assessments, substances hazardous to health, provision and use of work equipment, asbestos, and security assessments. This list is in no way exhaustive.

Legislation

There is a moral obligation on employers to take care of everyone at work and those who might be affected by the work undertaken. This is reflected on Common Law and in Statute Law and enforced by the regulatory authorities. Health and safety legislation goes further than just 'common sense' or 'reasonable care' and places duties of absolute, practicable or reasonably practicable care.

As an employer you must have a clear understanding of the duties placed on you and ensure that you have 'suitable and sufficient' assessments, systems and control measures in place.

Identifying the relevant legislation and implementing safety systems is the first step to compliance – maintaining standards with regular checks and audits is also required. The enforcement agencies will always expect compliance, and this is the best way to avoid accidents and incidents occurring.

Copies of the key pieces of legislation (Acts and Regulations) are freely available online and this is supported with more user-friendly publications in the form of 'approved codes of practice' and 'guidance notes' from the Health and Safety Executive – (www.hse.gov.uk).

The following is some of the legislation that affects the school:

- Keeping Children Safe in Education 2015 and updates through 2019.

- The Health and Safety at Work Act 1974

- Management of Health and Safety at Work (Amendment) Regulations 2006

- The Regulatory Reform (Fire Safety) Order 2005

- Workplace (Health, Safety and Welfare) Regulations 1992

- The Control of Substances Hazardous to Health (Amendment) Regulations 2003

- The Manual Handling Operations Regulations 1992

- Health and Safety (First Aid) Regulations 1981

- The Personal Protective Equipment Regulations 2002

- Health and Safety (Display Screen Equipment) Regulations 1992

- Health and Safety (Safety Signs and Signals) Regulations 1996

- Electricity at Work Regulations 1989

- Provision and Use of Work Equipment Regulations 1998

- Health and Safety Information for Employees (Amendment) Regulations 2009

- Health and Safety (Consultation with Employees) Regulations 1996

- Department for Education Guidance - Health and safety: Responsibilities and duties for schools

Responsibilities

a) The Headteacher and School Leadership Team are responsible for:
- Ensuring risk assessments have been conducted for all students when starting school and that they are kept up-to-date.

- Allocating resources in response to risk assessments completed determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Decision making and developing strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.
- Ensuring that those who are tasked with completing risk assessments are suitably supported.
- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures.
- Make suitable representation to the governing body, if risk assessments identify an outstanding need which cannot be resourced within existing resources.

b) School staff are responsible for:

- undertaking risk assessments for all students and activities with support and advice provided as necessary.
- Identifying and implementing control measures.
- Effectively communicating the outcomes to stakeholders as appropriate.

c) All employees receive guidance on the risk assessment process as part of their health and safety induction, refreshed on a regular basis or as necessary. Specialist risk assessment training, instruction and advice will be given to those whose work and responsibilities requires it. All employees are responsible for:

- supporting the risk assessment process and have duty to take reasonable care of their own safety, together with that of visitors.
- reporting any hazards, risks or defects to their Line Manager as soon as they are noted.

Definitions

a) **Hazard**: Something with the potential to cause harm

b) **Hazardous Outcome**: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard

c) **Risk Assessment**: A simple and careful examination of what, at work, could cause harm to people, so that we can decide whether we have taken enough precautions or should do more to prevent harm occurring.

d) **Risk Rating**: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence

e) **Control Measures**: Method used to reduce or control risks arising from identified hazards

f) **Residual Risk**: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

Evaluation of risk

Risk is defined as the combination of the severity of harm with the likelihood of its occurrence. Thus, risk can be quantified as follows

Level of Harm	Likelihood of Occurrence	
Harm is certain or near certain	High	3
Harm will often occur	Med	2
Harm will seldom occur	Low	1

Outcome	Severity	
Death or major injury	Major	3
3 day injury or illness	Serious	2
Minor injuries or illness	Minor	1

		LIKELIHOOD		
		VERY LIKELY	POSSIBLE	UNLIKLEY
		3	2	1
MAJOR INJURY	3	9	6	3
MINOR INJURY	2	6	4	2
TRIVIAL	1	3	2	1

(SEVERITY shown vertically along left axis)

Risk = Likelihood x Severity	
6 - 9	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
3 - 4	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
1 - 2	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

Individual pupil risk assessments

All pupils have pre-admission risk assessments completed but some students may require an individual risk assessment to be completed and used whilst on roll at the school. If the need for a risk assessment has arisen due to the pupil exhibiting behaviours that are concerning, parents should be included in conversation about why there is a need for a risk assessment to be completed and have the opportunity to give some input if necessary. These risk assessments should be completed collaboratively by staff members who know them best and then given to the parents to sign.

Individual pupils' risk assessments work in conjunction with the Pupil Support Plan (PSP) and if used throughout the time the pupil is at school in order to keep themselves and others safe. They are both reviewed regularly based on the risk the pupil's behaviour poses at that point in time. Any changes to the risk assessment should be signed by the parents.

Monitoring

This policy will be reviewed annually, and all risk assessments should be reviewed at least annually or when circumstances change.

APPENDIX A: ACTIVITY RISK ASSESSMENT

Completion of this Risk Assessment is mandatory. This form must be completed annually or if there is a change to learning base. Risks associated with the activity as well as the location the activity is occurring in should be included.

Complete all sections. If a particular section does not apply write "not applicable" but do not leave blank.

Activity:						Date of Activity:	
Identifying Significant Hazards **Activity & Environment/Location** **(Assessing the Risk)**	**Who is at risk?**	**1 – 9*** **(Risk Rating)**		**Control Measures** **(Reducing the Risk)**		**Person Responsible for Control Measure**	**1-9*** **(Residual Risk)**
		Likelihood: Severity: Total:					Likelihood: Severity: Total:

I confirm that the following documents have been shared with all adults and, where possible and in an appropriate manner, with participants.

- The activity risk assessment
- Student individual risk assessments
- Positive support plans

Completed by:	Signed:	Date:
Review Comment:		

Agreed by DSL/Headteacher:	☐Yes	☐No	Signed:		Date:

APPENDIX B: INDIVIDUAL RISK ASSESSMENT

Completion of this Risk Assessment is mandatory. This form must be completed annual or if there is a change to learning base.

Complete all sections. If a particular section does not apply write "not applicable" but do not leave blank.

Student Name:			Date of Risk Assessment:			
Identifying Significant Hazards **(Assessing the Risk)**	**Who is at risk?**	**1 – 9*** **(Risk Rating)**	**Control Measures** **(Reducing the Risk)**		**Person Responsible for Control Measure**	**1-9*** **(Residual Risk)**
		Likelihood: Severity: Total:				Likelihood: Severity: Total:
		Likelihood: Severity: Total:				Likelihood: Severity: Total:
I confirm that this risk assessment has been shared with all adults and, where possible and in an appropriate manner, with participants.						
Completed by:			Signed:		Date:	

Agreed by DSL/Headteacher:	☐Yes	☐No	Signed:	Date:

APPENDIX C: ACTIVITY RISK ASSESSMENT

Student risk levels:

1	2	3	4
• Always follows instructions given by staff. • Does not have out bursts and does not throw objects. • Student able to recognise everyday hazards and communicate distress with reasons.	• Follows instructions given by staff the majority of the time, occasionally getting distracted. • Does not have out bursts and does not throw objects. • Student able to recognise the majority of everyday hazards and communicate distress with reasons.	• Increased anxiety can cause the student to not follow instructions given by staff. • Student can have outbursts resulting in objects being thrown and shouting. • Student can not recognise many everyday hazards and can not communicate reasons for their distress.	• Same as Risk Level 3 with outbursts occurring more often with many everyday triggers.
Standard risk assessments used		**Individual Risk Assessment required**	

Student Name	Risk Level

Classification: Public

APPENDIX D: PRE-ADMISSION RISK ASSESSMENT

Name of young person:	
Date of birth and age:	
Risk Assessment completed by:	
Date of Risk Assessment:	
Other persons involved in the Risk Assessment:	

Summary and dates of previous incidents (from school docs or EHCP paperwork)

Dates	Staff/pupils injured?	State nature of injury	Were RPIs used?

Settings

☐ on arrival at school	☐ mealtimes
☐ non-preferred lessons	☐ moving between lessons
☐ out of school activities	☐ potential for absconding
☐ break/lunch times	☐ on transport
☐ other – please state	

Triggers

☐ frustration	☐ conflict
☐ pressure/demands	☐ non-preferred activity
☐ change to routine	☐ gender issues
☐ anxiety	☐ learned behaviour
☐ choice required to be made	☐ external – eg home/family
☐ health issues	☐ inappropriate response to challenge

☐ absence/holidays	☐ possible psychological difficulties
☐ response to environmental changes	☐ attachment
☐ other – please state	☐ n/a

People to whom behaviour is most likely to be exhibited

☐ all school staff	☐ all women
☐ all men	☐ familiar staff (all/male/female)
☐ unfamiliar staff (new/male/female)	☐ some men (younger/older)
☐ some women (younger/older)	☐ visitors / unfamiliar adults
☐ members of the public	☐ parents/carers/siblings
☐ all peers	☐ male peers
☐ female peers	☐ specific peers
☐ other – please state	☐ n/a

Control methods to reduce the risks

☐ use of Positive Support Plan	☐ calm/safe spaces available

☐ change of staff	☐ communication aids
☐ calming activities	☐ quiet time
☐ MAPA trained staff with pupil at all times – with whole group	☐ MAPA trained staff with pupil at all times – 1:1
☐ additional TA support in specific lessons	☐ special arrangements on arrival/at end of day
☐ individual timetable	☐ restriction of out of school visits
☐ restriction of school-based activities	☐ special seating arrangements
☐ post-school telephone call home to give feedback	☐ pre-school telephone call home to ascertain mood/anxiety levels
☐ extra TA support in all classes	☐ RPI risk assessment to be devised

Type of Behaviour	Known or Potential	Likelihood	Severity	Probability	Likelihood after reducing risk	Severity after reducing risk	Probability after reducing risk
Disruption							

Violence/ aggression							
Impulsive dangerous behaviour							
Self-harm							
Non-compliance							
Other							