



# **The Complete Works Policies**

## **Risk Assessment Policy**

Updated January 2020

## **INTRODUCTION**

The Complete Works are fully committed to promoting the safety and welfare of all young people in our school community so that effective education can take place. Our highest priority lies in ensuring that all the operations within the school environment, both onsite and offsite, are delivered in a safe manner that complies fully with not just the law but also best practice. TCW is committed to assessing the risks to our employees, students, visitors and wider community who could be affected by our activities.

## **AIMS**

The aim of this policy is to:

- Protect both the school and individuals (including students and employees) from unnecessary risks by ensuring risks are properly identified and managed
- Ensure consistency of approach and management across the wide range of activities that TCW is involved in

## **OTHER RELEVANT POLICIES**

In reading this policy you should also consider and consult the following:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy

## **WHAT IS A RISK ASSESSMENT?**

A Risk Assessment is a tool for conducting a formal examination of the hazards and risks to people that could result in harm from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- 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 risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong.

## **CONDUCTING A RISK ASSESSMENT - RESPONSIBILITIES**

Overall responsibility for risk management within the school is the CEO. The CEO has delegated the overseeing of risk and H&S to the Headteacher for operational management of Health, Safety and Risk. The Headteacher devolves health, safety and risk management to the Health and Safety Co-ordinator.

Individual Risk Assessment responsibilities are delegated to the ESOs and Onsite Leads. Risk assessments are practical tools designed to assist teachers and ensure a safe working environment for staff and students. Staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Headteacher, the Health and Safety Co-ordinator and the DSL.

All members of staff are responsible for reporting any risks or defects to the ESO, Onsite Leads, or Health and Safety Co-ordinator. When conducting a risk assessment in any area consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk. Even after all precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks low.

## **TRAINING**

All staff are trained in risk assessments as part of their six week introductory training.

## **WHEN ARE THEY USED?**

### **New student**

On the admission of a new student to The Complete Works a Risk Assessment is completed by the offsite individual education teacher or the Course Leader onsite. This is to be started at the initial meeting and finished on the first day of the lesson. This is then checked by the ESO or Onsite Lead. The risk template is coded 1 to 5 for severity and 1 to 5 for likelihood. If the risk assessment scores 8 or above on any category this will trigger a Risk Reduction plan for the student in that category. This risk reduction will be discussed with the ESO/Onsite Lead and if needs be the DSL and Health and Safety Co-ordinator.

Where a group provision is not deemed appropriate for the young person they will be put on individual tuition and then reassessed later in the year.

## Updates

It is especially important that Risk Assessments are up to date to ensure the safety of staff and students. Risk Assessments are regularly reviewed. After any incident requiring an incident form the Risk Assessment is revisited and updated. When a monitoring form is completed the ESO and teacher offsite / the Onsite Lead and teacher onsite discuss if this will impact the Risk Assessment and apply any updates.

## Trips

A blank trip risk assessment and an example trip risk assessment is available for all staff. ESOs require a risk assessment at least 48 hours before a trip. The trip Risk Assessments are recorded as severity and likelihood 1 to 5.

Items requiring action to be planned using a balance of available resources versus overall risk level. As a guide:

- Items rated 1 to 5. Very low risk.
- Items rated 6 to 12. Low to medium risk. Plan remedial action for the trip.
- Items rated 13 to 19. High risks. Treat as a priority for action to reduce or eliminate the risk, or question the appropriateness of the trip for that student.
- Items rated 20 to 25. Extremely high risk of imminent serious injury. Recommend prohibiting the trip.

If the UK threat Level is raised to CRITICAL all trip Risk Assessments must be handed to the Health and Safety Co-ordinator and discussed with the DSL at least one week before the trip takes place.

## Building

The Health and Safety Co-ordinator produces a Building Risk Assessment audit at the beginning of every year for each of the premises. This is updated at least once in that academic year, checking any risk controls are dealt with swiftly.

## Other

Risk Assessments should be carried out for the following if and when they are needed.

- Pregnant Worker - Health and Safety Co-ordinator checked by CEO
- Pregnant Student - Health and Safety Co-ordinator checked by ESO/OL and CEO
- Science Experiment - Teacher checked by OL or Head of Science

- PE activity - Teacher checked by OL
- Cooking - Teacher checked by OL

## **ACCIDENT REPORTING**

The teacher and Head of Centre are responsible for recording any accident that occurs to a student, member of staff, parent, visitor or contractor in the accident booklet onsite or in The Head Office. The Health and Safety co-ordinator is responsible for recording and reporting any notifiable accident in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school's Health and Safety co-ordinator (and reported to the CEO) with a view to assessing whether any measures need to be taken to prevent recurrence.

Please see below for risk assessment templates.



Trip Risk Assessment

**Location:** \_\_\_\_\_ **Student Name** \_\_\_\_\_ **Frequency & Duration:** \_\_\_\_\_  
**Assessment carried out by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Description of task: .**

Pick up Point and time:

Description of trip:

Drop off Point and time:

Is there a hazard / potential failure associated with this task? **YES / NO** (if 'no', assessment is complete, if 'yes' please continue)

Hazard information	Control measure(s) currently in place	Potential harm (most common if current control fails)	Sev. <sup>1</sup>	Lik.	Risk Rating	Control measures to be used

<sup>1</sup> Severity: What could happen (most likely injury). Likelihood: What is the chance of the injury occurring with the current controls in place. Rating: Severity x Likelihood.