Lincoln House School

**RISK ASSESSEMENT POLICY**

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| Signed by:   Hamara Ullah Headteacher                   Date: March 2024 |
|   C. Raducanescu   | Education Director  |    Date:   |    March 2024 |
|   Natalie Moore |   Regional Head Teacher/SENCO   | Date:   |    March 2024 |

**Review Date: March 2027**

This policy supplements the Health and Safety Policy Statements which set out the activities to be assessed and responsibilities for assessments.

**Scope**

This guidance is applicable to all those within Educ8 with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISS) 2014.

**Objectives**

* To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
* To meet the ISS requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
* To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
* That identified control measures are implemented to control risk so far as reasonably practicable.
* That those affected by school activities have received suitable information on what to do.
* That the risk management strategy and risk assessments are recorded and reviewed when appropriate or at least annually.
* To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

**Guidance**

The Headteacher and the Education Director/ Regional Head Teacher will be responsible for the overarching risk management policy of the school. In practice, day to day responsibility for ensuring risk management best practice is delegated to the Lead Teacher and his direct education team. The Education Director/ Regional Head Teacher and the Headteacher will jointly sign off all risk assessments. The overall strategy will be formally reviewed on an annual basis.

Key risks identified & needing to be managed include:

1. student supervision (including safeguarding and welfare requirements). This will include implementation of a Designated Safeguarding Officer trained along NSPCC standards but will also cover a range of responsibilities outside safeguarding.
2. school excursions
3. management of visitors on school premises
4. fire and emergencies
5. management of hazardous substances
6. use of hazardous equipment e.g., in Design Technology or Art
7. the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
8. risk areas which are not directly related to health and safety, including but not limited to:
* financial
* recruitment procedures including governing body oversight.
* reputational
* terrorism, including the prevention of fundamentalism and extremism.
* pupil self-harming
* security in general

**What is a risk assessment?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result 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 & the estimated severity.
* A risk assessment is the resulting assessment of the probability and 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, preliminary visits, warning signs, barriers and insurance and liability).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of students, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, Legionella).

**What should a Risk Assessment contain?**

The risk assessment process will consist of the process or activity owner considering the following 6 steps:

* 1. what could go wrong?
	2. who might be harmed?
	3. how likely is it to go wrong?
	4. how serious would it be if it did?
	5. what are you going to do to prevent / lessen / mitigate it?
	6. how are you going to check that your plans are working?

Risk Assessments templates are created by Educ8 and are accessible to all staff in an electronic folder. Paper copies can be put in separate risk assessment folders if need be.

Risk Assessments need to be reviewed:

* when a new risk is identified
* when there are changes to the activity
* after a near miss or accident
* when there are changes to the type of people involved in the activity
* when there are changes in good practice
* when there are legislative changes
* annually if for no other reason as standard minimal practise

**Who is responsible for Risk Assessments?**

The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

The Headteacher in cooperation with the Education Director/ Regional Head Teacher is responsible for the overall implementation of the risk assessment policy as well as for the day-to-day monitoring & oversight. All Educ8 staff are the key process owners responsible for their subject area risk assessments and sign off. The Headteacher has full responsibility as far as educational excursions are concerned, and none will take place without all involved parties signing off the risk assessment.

All 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/Education Director/Regional Head Teacher, the Health & Safety Officer and other members of the SLT in order to enable the Proprietor to comply with health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the Health & Safety Officer Sheraz Rattoo (01614831505) or sheraz.rattoo@yourchapter.co.uk)

Competent advisors have been appointed to provide training and expertise to all staff in risk assessments, and the Health & Safety officer is also available to assist on a day-to-day level. Specialist training is given to those whose work requires it via Link Training.

The Health & Safety Officer will be responsible for the maintenance of risk assessment records including a register containing all risk assessments, who is responsible and the last review date.

The Health & Safety Officer shall also conduct spot checking on a rolling quality assurance programme to ensure wider organisational compliance.

This policy should be reviewed annually by the Headteacher/Education Director/ Regional Head Teacher and Health & Safety Officer before being signed off.

**Accident Reporting**

The Headteacher is responsible for reporting and recording any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSO in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed with a view to assessing whether any measures need to be taken to prevent recurrence. A weekly overview of all Educ8 schools is discussed at the Education Board level.

*References:*

* *Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (*[*http://www.isi.net/*](http://www.isi.net/) *)*
* *Health & Safety Executive, Five steps to risk assessment (*[*http://www.hse.gov.uk/risk/controlling-risks.htm*](http://www.hse.gov.uk/risk/controlling-risks.htm) *)*
* *Home Office guidance on duties under the Counter Terrorism Act 2015 (*[*www.gov.uk/government/publications/prevent-duty-guidance*](http://www.gov.uk/government/publications/prevent-duty-guidance) *)*
* *Charities and Risk Management (CC26), 2010*

**Appendix 1**

**WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in the school, each of which requires its own separate risk assessment. The most important of these covers:

* Fire safety, procedures and risk assessments. Records are kept in the school’s H&S folder.
* Educational visits and trips. Records are kept in the school’s Educational Trip folder.

Separate model documents cover both areas mentioned above. However, risk assessments are also needed for many other areas, including Educational.

* Science experiments
* Design and Technology
* Food Technology
* Sport and PE activity
* Duke of Edinburgh award
* Art
* Music
* General classroom
* School trips
* Drama & theatre
* IT

Within the school, we make use of model or generic risk assessments, for our educational activities and visits. All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

The school maintains a culture of robust risk assessing in direct cooperation with the care team in the areas of

* catering and cleaning
* caretaking and security
* maintenance of both school building and home building
* grounds / traffic management (including parking)
* office management including safe use of IT equipment.
* site visitors who will be monitored at all times and identified.
* fire & emergencies

Appendix 2

**Consent form for school trips and other off-site activities**

Please sign and date the form below if you are happy for your child, *<name of the child>*:

1. To take part in school trips and other activities that take place off school premises; and
2. To be given first aid or urgent medical treatment during any school trip or activity

**Please note the following important information before signing this form:**

The trips and activities covered by this consent include.

* all visits which take place during the school term time
* adventure activities at any time
* off-site sporting fixtures outside the school day
* all off-site activities

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental/carer consent will not be requested from you for the majority of off-site activities offered by the school – for example, visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**Medical information**

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

……………………………………………………………………………………………………………………………………………………………………

**Signed…………………………………………………………………………..**

**Date………………………………………………………………………………**

*This policy is reviewed every 3 years as a minimum. However, where there are changes to legislation/guidance or in response to recommendation from any significant incident, review of the policy will take place immediately.*