

Risk assessment policy.

ReFocus



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1. Aims

The trust aims to ensure that:

- 1.1 All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- 1.2 Risk assessments are conducted and reviewed on a regular basis
- 1.3 ReFocus are required to assess the risks that are likely to arise from their business processes. This requirement is generally referred to as risk assessment.
- 1.4 ReFocus recognise that a high proportion of students will have identified vulnerability which will increase level of risk in certain areas. ReFocus accept that they will work with the student, parents, home school (if applicable) and other agencies to negate and reduce risk.
- 1.5 Every student that attends ReFocus will have an Entry Risk Assessment. This Risk Assessment will form the initial basis of that students identified risk areas which will be reviewed as appropriate. The majority of our short term package students will remain on their entry risk assessment unless it is evident that the information provided is incorrect or adjustments need to be made.
- 1.6 This Guidance Note gives only general advice on the risk assessment process.
- 1.7 A risk assessment is simply a careful sensible examination of what, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm to your workforce or other people who might be affected by your work activities. It is in effect risk management.

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- 2.1 Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy

2.2 Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers

2.3 Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires employers to carry out an asbestos risk assessment

2.4 Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)

2.5 Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff

2.6 Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says fire risks must be assessed

2.7 Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations

2.8 [The Work at Height Regulations 2005](#) say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

2.9 [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed

2.10 [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

2.11 [The Health and Safety Executive \(HSE\)](#) says schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with our funding agreements and articles of association.

2.13 Use of Private Cars

2.13 Visit staff may use private cars to transport pupils on off-site visits. However, they should normally not be put in a position where they are alone with a young person. The leadership team will check that:

2.14 The driver has a valid licence and a valid insurance policy. This requires the vehicle owner to have “business use” cover.

2.15 The vehicle is properly maintained and has an MOT (if appropriate).

2.16 Explicit parental consent has been obtained.

2.17 Drivers are aware of their duty of care.

2.18 Parental Consent

2.19 Written consent is not needed for low-risk trip which take place during the school day but the School will inform parents about such visits. When a pupil joins the School, parents are asked to provide consent for all low-risk visits which take place outside the school day including sporting fixtures. The consent form is valid for the whole time their son or daughter is at the School.

2.20 All staff involved in the visit will ensure that pupils’ details remain confidential and that any hard copies of personal information are shredded after the visit while any downloaded copies are removed from their digital devices. It is not necessary to take the consent forms on the visit but staff should ensure that they have all relevant information either as a printout of participant details or through access to EVOLVE. Visits abroad are the exception to this, as proof of parental consent for treatment may be requested by medical professions

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The executive Headteacher

4.2 The Headteacher has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to

The nominated person responsible for Site related risk Assessments is Liam Kerr

The nominated person responsible for Student Risk Assessments is Hayley Perry.

4.3 The Headteacher has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

4.4 The Headteacher, as the employer, also has a duty to:

4.5 Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks

4.6 Inform employees about risks and the measures in place to manage them ➤ the matrix for which identified risks are assessed are available in Appendix A. This is used for all Risk Assessments.

4.7 Template available in Appendix 4

4.8 ReFocus will conduct an individual risk assessment for any employee under the age of 18. This assessment will specifically consider the young person's possible lack of awareness of existing or potential risks.

4.9 ReFocus will conduct individual assessments for lone workers, who take account of personal safety.

4.10 It will also offer individual risk assessments to any members of staff who show or report symptoms of stress.

4.11 Student Risk Assessments

4.12 Any new student will have an entry risk assessment, template available in Appendix C. This will be completed and provided to ReFocus Ltd prior to any student starting.

4.13 This risk assessment will form the basis of an ongoing student risk assessment for which the template is available in Appendix D.

4.14 School staff and volunteers

4.15 School staff (including volunteers) are responsible, in their school, for:

4.16 Assisting with, and participating in, risk assessment processes, as required

4.17 Familiarising themselves with risk assessments

4.18 Implementing control measures identified in risk assessments

4.19 Alerting the headteacher to any risks they find that need assessing

4.20 Pupils and parents/carers

4.21 Pupils and parents/carers are responsible for following the advice of their school in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.22 Contractors

4.23 Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

5.1 When assessing risks in any of the schools in the trust, we will follow the process outlined below.

5.2 We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

5.3 Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors.

5.4 Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

5.5 Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

5.6 Step 4: record significant findings – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

5.7 Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

5.8 Have there been any significant changes?

5.9 Are there improvements that still need to be made?

5.10 Have staff or pupils spotted a problem?

5.11 Have we learnt anything from accidents or near misses?

5.12 Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

6.1 Risk assessments are written as needed and reviewed by the senior leadership team.

6.2 This policy will be reviewed by the Health and safety officer every annually and approved by the Headteacher

7. Links with other policies

7.1 This risk assessment policy links to the following policies:

7.2 Health and safety

7.3 First aid

7.4 Supporting pupils with medical conditions

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that need to be in place for each school.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			

See Risk Assessments

Appendix 2: Staff Driver questionnaire



Driver Questionnaire

Full Name	
Date of birth	

All questions must be answered. Dashes or blank spaces are not acceptable. If the space provided is insufficient please give additional information overleaf. If the answer is no, please state this in writing.

Have you ever been disqualified from driving?	
Have you got a Full UK Licence? If not please provide further information	
Date test passed?	
Have you ever been convicted of any offences involving dishonesty?	
Do you suffer from any notifiable condition not notified to DVLA or any condition for which DVLA has restricted the licence?	
If driving minibuses, do you have D1 use on your license?	

Details of any motor convictions in the last 5 years, or any prosecutions pending	Conviction 1	Conviction 2	Conviction 3
Date			
Conviction Code			
Was an alcohol reading taken			
Amount of fine			
Penalty points			

Details of any accidents/claims in the last 5 years	Accident/Claim 1	Accident/Claim 2	Accident/Claim 3
Date			
Circumstances			
Declared fault, non-fault or 50/50			
Payments to you in £			
Payments to third party - Yes/No			

Declaration – I declare that the particulars given on this form are to the best of my knowledge and belief true and complete and shall, with my original proposal, be the basis of the contract between myself and the company.

Signature of driver	
Date	

Please attach a copy of your licence to this form

Important Note – Failure to disclose all material information (i.e. information likely to influence the assessment and acceptance of this proposal) could invalidate the insurance. If you are in any doubt as to whether any information is material it should be disclosed. It is an offence under the Road Traffic Act to make any false statements or withhold any information to obtain a Certificate of Motor Insurance. Any changes to material information stated must be notified.

Appendix 4 Student Entry Risk Assessment

Use in conjunction with risk assessment matrix.

Any assessment with a matrix rating of higher than 3 requires a second signature from senior leadership.

Scores between 1 and 2 require single signature and monthly reassessment (subject to behaviour).

Scores of 3 and 4 require signatures from 2 members of senior leadership and a weekly review.

Score of 5 requires close monitoring and 1 to 1 mentoring with daily check ins.

Incident	Likelihood	Severity
Violence		
Verbal abuse		
Theft		
Damage to property		
Non-Attendance		
Weapons		
Substance misuse		
Impulsive Behaviour – Diagnosed or Undiagnosed		
Defiance		
Attitude to learning		
Racism		
Extreme beliefs/opinions		
Other (Specify)		

Appendix 5 Student risk assessment

Student Risk Assessment for ReFocus, Wellingborough

HAZARD OBSERVED	Presenting Risk	Presenting risk LEVEL	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Site	Abscond				
Behaviour Including historical	Injury Inappropriate language Over sexualised behaviour		•		
Participation in Off Site Activity	Injury/ Abscond/ disengagement		•		
Garden	Injury/ Abscond/ disengagement		•		
Workshop	Injury		•		
Classroom	disengagement		•		
Social time	Inappropriate language/ Abscond		•		
Boxing	Injury/ Disengage		•		

Assessed by		Date	
Checked by		Review Date	Annually unless significant changes to workplace processes and practices or if any change in presenting risk levels become apparent

Appendix 6 Risk Assessment Matrix

Risk Matrix		Consequence / Potential Impacts					
		Negligible	Minor	Moderate	Severe	Major	Catastrophic
Likelihood / Probability		0	1	2	3	4	5
Remote	1	0	1	2	3	4	5
Rare	2	0	2	4	6	8	10
Unlikely	3	0	3	6	9	12	15
Possible	4	0	4	8	12	16	20
Occasional	5	0	5	10	15	20	25
Likely	6	0	6	12	18	24	30

