

Oaklands School

Risk Assessment Policy



OAKLANDS
SCHOOL

Approved by:	Julie Smith	Date:	November 2023
Last reviewed on:	November 2023		
Next review due by:	November 2024		

1. Risk Assessment Policy Statement

This policy aims to ensure that all stakeholders (including staff, parents/carers and placing authorities) are clear about the school's procedures and when a risk assessment is required.

The policy also aims to ensure that the Head teacher and all staff are clear about where the responsibility for risk assessment lies.

- Robust risk assessments which are regularly reviewed ensure risks are anticipated and steps taken to eliminate or minimise those risks.
- Not all risks can be anticipated and prevented – accidents can and may happen at any time. It is vital that all staff are vigilant and aware of their surroundings, pupils and other adults and feel empowered to take early preventative action if they see a problem arising.
- Pupils and staff in an SEN setting will need to be protected with vigilance given the nature of behaviour dysregulation and the unintended and unpredictable nature of working in Oaklands School.
- Clear communication between staff members, governors, the local authorities, parents and carers must be of the highest priority to ensure that we keep children and staff safe in our education setting.

2. Responsibilities

Health and Safety is everybody's responsibility – all staff always prioritise their own safety and well-being and that of the students. The named health and safety officer is the School Business Manager. The SBM will be appropriately trained and ensure that the school has a positive, strong health and safety culture.

The school has a service level agreement with West Berkshire Council for the provision of advice and support, full audit and recommendations, and access to the online portal 'Crest' for the efficient management of risk.

3. Risk Assessment Procedure

Oaklands School believes that sound risk assessment is a tool for inclusion and allows our pupils to access a rich and creative curriculum both on and off the school premises. Risk assessment is based on the five principles of risk assessment recommended by the HSE

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions Step 4

Record findings and implement them

Step 5 Review assessment and update if necessary

Oaklands School has a range of risk assessment pro-formas which can be used for different situations.

4. Risk Assessments at Oaklands School

Pupils

- All pupils will have a baseline risk assessment conducted on entry using information gleaned from previous settings/paperwork and information provided by parents/carers, other agencies collaborating with the pupil and the pupil themselves.
- The class teacher is responsible for completing this. A member of SLT will then sign to say they agree.
- The initial risk assessment will be reviewed after 2 weeks and each term afterwards
- Risk Assessments will be shared with parents/carers and other agencies and will be stored in hard copy on the pupil file and electronically in the Staff Shared area for all to access.
- It is expected that all staff will ensure they are familiar with the procedures always outlined in pupil risk assessments.
- Pupil risk assessments will be reviewed and updated termly or after every
- serious incident or on the advice of parents/carers and/or other professionals. Pupils' placements will be terminated if the risks posed become intolerable.

Premises

- The Proprietor is responsible for undertaking, reviewing, and updating risk assessments for all the public areas in the school including the grounds.
- Teachers are responsible for risk assessing their classrooms (classroom checklist).
- Risk Assessments are living documents, will be reviewed, and updated as required (especially in the light of pupil need)
- The Health and Safety Policy details the steps that will be taken to ensure that the premises always remain safe.

Educational Visits and Off-site Activities

When planning a visit, the responsible staff member will check and update as necessary any generic risk assessments held by the school (e.g., for minibuses or public transport and for extensively used venues).

Venues will be asked for their risk assessments, which will be read, and any additional hazards given the nature of our pupils considered.

The school will undertake a risk assessment for any venue where an overnight stay is proposed or where the planned activity could be hazardous. (See Educational Visits Policy).

The school's deputy headteacher is the appointed Educational Visits Co-ordinator, who is appropriately trained and has oversight and responsibility for this process.