

RISK ASSESSMENT POLICY

Risk assessments at My Choice School are carried out to facilitate safe working practices, effective working with young people, safeguarding of young people and staff and to provide access to opportunities.

Risk assessments also comply with **Regulation 3 of the Management of Health and Safety at Work Regulations 1999 - Controlling the Risks.**

In order to reduce, manage and eliminate risks arising from hazards, the Head of Education and Headteacher will undertake risk assessments to identify suitable control measures. These risk assessments will be updated annually at minimum and monitored each term, they will also be updated when need indicates a review is required, such as when risk changes or when new risks are identified.

Risk assessments will cover the following areas:

- Health and Safety in classrooms and on the school site including school activities
- Location Risk assessment for the surrounding towns and area
- Individual risks presented by students and staff that impact on Health and Safety, safeguarding or on well being.
- Educational visits
- Fire Safety

The extent of the assessment will depend upon the complexity of the hazards and the degree of risk involved.

Risk assessments will be completed by taking into account the following:

- Location and activities
- Hazards and risks identified
- The people at risk
- The worst outcome of particular hazard
- The likelihood / probability of harm occurring from particular hazard or risk
- Control measures to be put in place to reduce the risk
- Score: level of risk before implementation of risk reduction and level of risk after implementation of risk reduction.
- Date of Review
- Signatures of staff

The **Head of Education** is responsible for writing the following:

- Student individual risk assessments annually and reviewed and updated as need arises (including absconding; sexualised behaviours; bullying; self injurious behaviours; allegations; substance misuse; smoking and lighters)
- Fire Safety risk assessment every term
- Impact risk assessment prior to students' admission
- Health and safety of school and site activities annually and reviewed as need arises
- Location (locality and surrounding areas) annually and reviewed as need arises and as local area crime statistics updates are made available (usually every 3 months)
- Pandemic or epidemic risk assessments, and any additional hazards as appropriate and reviewed every term or as need arises

The **teachers** are responsible for writing, with the **Headteacher** as quality assurance, the following:

- Educational Visits risk assessments every term

We contract Tennyson Suite Health and Safety Consultants to carry out a complete fire safety risk assessment and review of the school site annually.

We contract SBCS to carry out a Legionella risk assessment annually.

Process of risk assessment

Identify the hazard.

A hazard is anything that has the potential to cause harm.

Hazard can be presented by young people and consideration needs to be given to how their SEMH difficulties impact on themselves and on others.

Hazard can also be presented by other people, by the environment (whether at My Choice School or at external provision), by security procedures, by equipment or activity.

Hazards may not always be obvious. A hazard is anything that may cause harm, eg a physical condition which can make the environment unsafe, such as a slippery floor; unsafe acts eg rushing, roughplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards.

Possible hazards may include:

- Biological agents

- Display screen equipment
- Manual handling operations, lifting and handling of heavy objects
- Hazardous substances
- Locations beyond the school.
- Lone or out of hours working,
- Slipping and tripping hazards
- Electricity
- Boiling water
- Sharps
- Noise, dust, temperature extremes
- Fire or explosion, tools, machinery, pressure systems, compressed gases, working at height, confined areas, vehicles, irregular or unusual activities such as maintenance or repair work.

Hazards induced by people may include:

- Working on a one to one basis
- Working in secluded or isolated areas
- Risks resulting from behaviour
- Risks resulting from emotional difficulties

Identify who may be affected by the risk and how.

- Students and other young people
- School staff
- Contractors, Maintenance Team, agency workers and visitors to the schools and parents / carers
- Pregnant staff and visitors
- Members of the public

Evaluate the level of risk and consider preventative and risk reduction measures.

The level of risk level is the likelihood of a risk causing harm before implementation of risk reduction and after implementation of risk reduction.

This will be a subjective evaluation but should be used to give an indication of the certainty of the risk occurring and the impact on others or self.

Risk reduction or prevention must be applied in order to reduce the risk as far as is practical.

Risk reduction or prevention will include:

- Avoiding, substituting or replacing the hazard

- Procedural controls: can a procedure be altered to avoid or reduce the risk? This could include removing or distancing an individual from a risk, carrying out an activity or process at a different time to reduce the risk and decrease the impact on self or others
- Student management: reducing and eliminating triggers, using emotional and behavioural support strategies
- Environment management: reducing hazards in the classroom, ensuring exits are clear
- Staff management: using additional staff to avoid or reduce the risk, providing training.
- Personal Protective Equipment: using gloves, face or eye coverings, aprons.
- Emergency procedures: ensure that contacts, staff, student and school details and protocols are in place in the event of accident, fire or serious incident
- Health awareness: ensuring staff or students are physically able or sufficiently fit to engage in the planned activity.

Create a risk assessment plan

Record the significant hazards, risks, reductions and safeguards using the appropriate My Choice School risk assessment form eg

- Health and Safety risk assessment form
- Student risk assessment form
- Impact risk assessment form
- Educational Visit Form B

Ensure all staff read and sign the risk assessments as relevant.

Risk assessment review

Health and Safety risk assessments will be reviewed at minimum annually.

Student risk assessments will be reviewed at minimum annually however they are always reviewed following incidents or if there are significant changes for students or an increased awareness more frequently

The risk assessments will be reviewed and updated more frequently if there are any significant changes to young people, staff, activity, equipment or new procedures.

Location risk assessments are reviewed termly to coincide with the Sussex police local crime statistics availability.

Policy link

Fire Emergency Evacuation Plan

Fire Safety

Medication

Educational Visits

Employee Handbook - Positive Work Environment

Safeguarding

Reviewed May 2025

Reviewed May 2026

Review due June 2027