



RISK ASSESSMENT POLICY

Chatten Free School

Head of School:	Adam Dean
Approved by:	Head of School (LGB aware)
Approved Date:	23/06/2021





Contents

Introduction	2
The purpose of risk assessment	2
What is a risk assessment?	2
Responsibilities for risk assessments	3
Responsibilities of all staff	4
General Arrangements	4
Dynamic Risk Assessment.....	5
Training	5
Office	6
Educational visits	6
Pupil Welfare and Supervision	6
Requirements for contractors engaged on behalf of Chatten	6
Negating risks in key areas with regards to age difference.....	7
Pupil behaviour	8
Access by pupils to risky areas	8
Lone working	9
COVID	9



Introduction

The purpose of this policy is to enable the School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

This policy and associated procedures provide a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'. The Independent School Regulatory requirements demand that the School ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

The School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.

The purpose of risk assessment

Risk assessments focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally, for example through a Toolbox Talk or where appropriate more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting.

The range of risk assessments used across the school will create a risk profile; covering the nature and level of the risks faced, the likelihood of adverse effects occurring, associated costs and effectiveness of current controls. High level strategic business risks will be captured by the school Risk Register, owned and reviewed by the Risk Management Committee meeting every half term.

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, particularly in the School's case to staff and pupils that



could result from a business activity or situation and to identify action needed to reduce the level of risk.

- A hazard is anything with the potential to cause harm e.g. chemicals, electricity, working from ladders.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable.

Risk control measures are the measures, actions, and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. substituting harmful chemicals, staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

Risk assessments are used to identify the potential hazards to people from the School's activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, boarding, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste) risks.

Responsibilities for risk assessments

It is the School's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school.

This responsibility includes recognition of the particular nature of the School as a SEND school and the associated risks.

The Health and Safety Manager monitors and evaluates risk assessments, and reports on risk assessment to SLT.

Chatten will utilise risk assessments at all levels to manage risk, from the Risk Register to risk assessments for individuals.

Chatten will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.



Line managers should ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and, so far as is reasonably practicable, removed or adequately reduced and controlled. Risk assessments will enable suitable controls, helping establish safe systems of work and H&S training needs of staff.

Responsibilities for specific assessments are as follows:

Risk Area	Responsibility
Educational visits	EVC/Head of School
General building and rooms	Health and safety officer
Curriculum specific (ie. Cooking)	Health and safety officer
Risks posed by individual pupils (outside of BSP)	Individual class lead and/or BCBA
Risks posed to individual pupils through some aspect of their programmes	Individual class lead and/or BCBA

Responsibilities of all staff

All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties.

All staff are expected to participate in the completion of risk assessments when requested to do, follow safety related instructions and safe systems of work identified in risk assessments.

Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager, in order assist with reducing risks.

General Arrangements

Each area of the school is responsible for ensuring risk assessments are in place for all work activities, the Health and Safety Manager will work with all departments to provide advice and support.

Risk assessments should consider the following general hazards/situations:

- Safeguarding of pupils
- Supervision arrangements
- Manual handling



- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Preventing unauthorised access to high risk areas
- New and expectant mothers

Risk assessments should be undertaken using the school risk assessment template to enable a consistent judgement of risk and easy identification of the high priority risks.

Completed risk assessment should be made available on the shared drive and the Health and Safety Manager notified.

A number of site wide risk assessments have been completed and are available, with associated procedures manager,

Dynamic Risk Assessment

Although many risk assessments have been completed, it is possible that some tasks still need assessing or reassessing, therefore if any member of staff has a role which they think has uncontrolled risks, they must inform their line manager or the Health and Safety Manager.

Levels of risk can change from day to day, and tasks that have been assess and suitably controlled may have a higher level of risk on some occasions (e.g. due to weather conditions or poor housekeeping), and it is essential that every member of staff takes a moment to assessment risk from every job before they start it. This is known as a 'dynamic risk assessment' and is simply taking moment to think before acting. It's the same principle as looking both ways before crossing the road – you have to do it every time before you cross the road. Staff must still take the time to assess the risks before undertaking a task, even if there is an up to date risk assessment.

Staff must never undertake a task where they have identified a risk that means they cannot do the task safely at that point in time, or that creates uncontrolled risk to others, especially pupils at the school.

Training



All new members of staff are given an induction into the School's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it.

All staff responsible for completing risk assessments will be provided with training to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

Line Managers and Heads of Departments are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of pupils and staff.

Risk assessments should be used to identify further staff training needs to enable them to work safely.

Office

Office staff will also be requested to complete a simple health and safety checklist, although these are low risk work environments it's important to ensure safe access/egress, suitable lighting and ventilation for example.

Educational visits

Chatten Free School has a separate policy to cover educational visit – please see this policy for information on our approach to risk on community visits.

Pupil Welfare and Supervision

When completing risk assessments, staff, particularly teaching staff should ensure safeguarding risks to pupils are considered and documented. One of the controls used to protect pupils will be adequate competent supervision. Staff ratios in the school are typically 1:1 as a minimum.

Requirements for contractors engaged on behalf of Chatten

Contractors are responsible for undertaking their own risk assessment, in order to protect the health and safety of their staff, Chatten pupils and staff (and others). The contractor “owns” the risk involved with their work activities. However, Chatten has an obligation to ensure competent contractors are used, sufficient time for planning is allowed and risk assessment forms part of the planning and work processes.



If a contractor is employed to undertake work on behalf of Chatten the person engaging the contractor (contracting manager) must ensure suitable and sufficient risk assessments are in place to cover the work, prior to work starting. The contracting manager will need to review and discuss the contractor's risk assessments and provide supervision of the contractor to ensure risk assessments are being adhered to.

Negating risks in key areas with regards to age difference

As a school which caters for pupils from ages from 4-19 it is important to consider the risk of pupils of multiple ages and sizes moving around the school and using certain shared resources

Toilets/changing and shower

Each section/phase of the school has its own toilets, changing and shower facilities there should be no reason for pupils to mix in their use of these facilities.

Medical facilities

The key medical facility in the school is the nurses room located near the main entrance to the school. The School nurse will be primarily based in this room. Medical consultations and meeting will take place in this space and medicines/supplies will be stored here. The majority of pupils will access this space for medical treatment.

Older pupils – Older pupils (KS4/5) who need medical treatment will be taken directly to the 'dummy medical' suite in the hall to access medical treatment and any sessions taking place in the room at the time will be relocated. This room has a medical bed and is in close proximity to the medical room to access resources and the school nurse.

Additional spaces – There are additional spaces around the school in which medical treatment can be offered to avoid the mixing of pupils of different ages. These include the parents room, conference room and calm rooms which are located in each section of the school

Play spaces

Each section/phase of the school has it's own specifically designed play space which negates the need for pupils to mix (between ages) in these areas. There are also age specific soft play and multisensory spaces.



Shared facilities inside and outside (shops/hall etc)

It is our intention that the shared facilities are timetabled for pupils to use. These timetables will reflect an appropriate mixing of pupils of different ages taking into account the specific needs of those pupils.

For example, it may be appropriate for an older pupil to access the café' area to prepare food which will then be consumed by younger pupils. The older pupil fulfilling a food prep and work experience target and the younger pupils working on eating out and social skills. In these circumstances great care will be taken to ensure that pupil mixing is safe and appropriate.

Outside of these specifications

Where there is a likelihood of pupils of mixed ages mixing outside of the circumstances described above then a separate risk assessment will be drawn up to address those specific circumstances.

Pupil behaviour

Some pupils at Chatten Free School display highly challenging behaviour including physically targeted behaviours aimed at staff, pupils and themselves.

Pupils who are known to display this level of behaviour will have a behaviour support plan in place which details how to keep people safe when these behaviours occur. All staff at Chatten will have up to date SAFE training in the use of restrictive physical intervention and will be expected to follow procedures from this training and from the following policies:

- Behaviour
- Restrictive physical intervention
- Positive touch

Access by pupils to risky areas

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially hazardous areas, such as cleaners' cupboards the plant room or cooking areas. Doors to these areas are kept locked when not in use via an electronic access system. Pupils are only allowed access if risks are suitably controlled or accompanied by a member of staff.

Pupils do not have access to the operational areas of the school, such as Grounds, Maintenance, Plant room and server room.



Lone working

There may be circumstances where staff need to visit the homes of pupils to assist with learning and transition. Please see our separate lone-workers policy for details.

COVID

At the time of writing this policy the country is in the final stages of a pandemic and is heading into a state where lockdown and social distancing will no longer be required.

However, we recognise that this is a changing situation and that we will need to be ready to react to changes in circumstances.

Assuming the pandemic is still active while the school is open a risk assessment will be put in place to ensure safety. Such a risk assessment will include:

- Flow testing for staff
- The use of masks in social areas
- The use of group bubbles throughout the school
- Social distancing procedures

In 2021 the school will open with only 25 pupils for a school intended for 75 we therefore see no difficulties being compliant with whatever government guidance is in place.



Appendices 1 – example risk assessment

Chatten Free School Risk Assessment Food Technology

Activity: Cooking / Food lessons
<i>Significant hazards / risks</i> <ul style="list-style-type: none">• Risks of burns / Scalds / cuts / food poisoning / Choking / Fire/
Who could be harmed? <ul style="list-style-type: none">• Pupils / Staff
Control measures which should be in place: <ul style="list-style-type: none">• Supervision of pupils at all times• Sharp knives should be locked away and only to be used by a competent adult• Surfaces should be clean and free from bacterial substances• Fire extinguishers in place• Raw food kept separate from cooked food to prevent cross contamination• It is imperative that staff make sure all hands are washed regularly before during and after lesson in the food tech room to prevent bacteria build up• Food tech cookers to be cleaned down removing any spillages after each lesson• All pupils to be made aware of safety within the lesson
Competence Requirement: Activity should only be carried out in the presence of a responsible adult Member of staff in charge of the lesson will be responsible for safety of sharp knives including counting them in and locking them away after use.



Additional Control Measures

- Under no circumstances should pupils have access to sharp knives.
- All pans on hobs to be placed at a safe angle so handles are away from edge
- All out of date food to be disposed of immediately
- Fridges to be kept clean
- Freezers to be defrosted termly
- All food to be kept in original containers where possible
- All cupboards to be kept tidy
- All worktops and sinks to be kept clear and clean when not in use
- All cookers to be switched off when not in use
- No cookers to be left unattended
- All H&S issues to be reported immediately

COMPLETE THIS SECTION LOCALLY

Establishment: Chatten Free School

Assessed by

Date:

Local Assessment

All utensils used during a food technology lesson must only be done so under the strict supervision of a responsible adult. Knives must be kept locked away in the steel box and the key must be signed for before use and returned and signed back in by an independent person after use. Under no circumstances should a child have access to sharp knives. After the lesson is completed all utensils must be cleaned and returned to its rightful place work surfaces must be wiped down and appliances left in a clean condition.



Date reviewed:	5th Sept 2016				
Initials:					