



MacIntyre

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Risk Assessment Policy

Agreed by Local Advisory Board: February 2019

Reviewed: February 2022

Review date: February 2024

Ethos Statement

The school's Local Advisory Board (LAB) members and MacIntyre trustees are committed to promoting the safety and welfare of all members of the school community. LAB members' and trustees priorities lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. This policy runs alone side the practices set down in the MacIntyre Health & Safety Manual (5th Edition) and other school policies. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

Definitions

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. The assessment hazards, risks and likelihood of the severity of the outcome (for example, loss of life, destruction of property). Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (legionella).

Hazard: Something with the potential to cause harm.

Risk: An evaluation of the probability (or likelihood) of the hazard occurring.

Risk control measures: Are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Aims.

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

- Risks are approached with a sensible attitude
- Risk assessments are reviewed and updated annually by Heads of Service, Trip leaders, Compliance Officer and the Class teachers.
- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
- To provide adequate training to ensure employees are competent to do their work
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at:

- To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances
- Health and safety law poster is displayed
- First-aid boxes are located in classes, houses and other common areas.
- Accident are logged on Behaviour Watch
- Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Methods and Key Principles

There are numerous activities carried out at the children's home and school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Individual students and their care
- Educational Activities, Visits and Trips
- Fire Safety
- School / Children's Home Environment Health and Safety

Risk assessments are also needed for many other areas, including:

- Food Technology
- Sport and PE
- Art and Design
- Music (including minimising the risk of hearing loss)
- Life skills
- Staff (pregnancy, fitness for work)

The school makes use of model or generic risk assessments for educational activities and visits. We Safer Food Better Business and follow their advice on food hygiene risk assessments for food technology activities.

Residential

The focus of our residential care is to ensure that each pupil becomes a confident young adult capable of living a life that makes sense him/herself and that they are safe whether at home or outside the home. Our PSHE programmes and assemblies are directed towards supporting the residential team and increasing understanding as the pupil develops. While students may never fully understand the risks that exist in both the real and the electronic worlds, or sensible precautions that should be taken, we will keep working with them to increase their understanding. Our lessons encourage pupils to gain life skills that would help them to function in the wider world.

Medical and First Aid

First Aid boxes are kept in all houses, classrooms and areas of the school first aid being carried out by any first aider available. All incidents needing first aid require an incident form to be completed and passed to Behaviour Support for investigation, it is the responsibility of all present to make sure an incident form is filled in.

Child Protection

Our Child Protection Policies and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in

the UK. By extending this regime to Governors, volunteers, and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

- **Catering and Cleaning:** Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.
- **Caretaking and Security:** Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling and working at heights. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.
- **Maintenance:** Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment. External Contractors are required to ensure safe working practices following the conditions in the Contractors Policy including the use of appropriate PPE.
- **Grounds:** These are maintained by contractors who provide risk assessments in line with the contractors policy. External Contractors are required to ensure safe working practices following the conditions in the Contractors Policy including the use of appropriate PPE.
- **Administrative Staff:** Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen. These are available from the Health & Safety manual on 'MyWingrave' reviews will take place after any changes that affect either equipment, furniture or staff.

Conducting a Risk Assessment

The school principally uses the model Risk Assessment in MacIntyre's Health & Safety manual on 'MyWingrave.' The school's policy is to avoid any high risk activity. Activities involving pupils are normally low risk. Some medium risk outward bound type activities are undertaken with pupils, for example on trips. The school uses only specialist/qualified instructors provided by the centres/schemes for these activities. We always employ competent specialists to run higher-risk tasks. School staff may carry out medium or high rated activities only if they have been specifically trained for the activity. In the event that external specialists will be working with or around pupils without school staff present they are required to have appropriate DBS checks.

Pupils are always:

With a member of staff who helps them to understand the safety requirements and reminds them when they are participating in medium/higher risk activities.

Expected to wear personal protective equipment provided and assessed as required for the activity where they are unable or unwilling to do this staff ensure that they move away from the risk.

Supported at least 1 to 1 for higher risk activities

All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use i.e. Personal care, cleaning bodily fluids, dealing with students in crisis.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The School Business Manager arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Legionella
- Gas
- Electricity

Review of Risk Assessments

All risk assessments are regularly reviewed.

Risk assessments are in place for all areas.

The Premises Management Policy details the school's arrangements in relation to Health and Safety.

The school maintains a copy of completed risk assessments and these are available for reference.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements including risk assessments, and records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Principal, the School Business Manager, Compliance Officer and other members of SLT in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Compliance Officer or School Business Manager.

Incident Reporting

All staff involved in an incident are responsible for completing accident/incident reports on Behaviour Watch which are then reviewed by the Behaviour Support Team they will contact the HSE and MacIntyre Central Office as required. In accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor must be recorded and reported to HSE. All notifiable accidents and near misses are reviewed by the schools Behaviour Support Team or the Compliance Officer, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Statements

The LAB members and MacIntyre Central Office carry out regular reviews of the Schools activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. Health & Safety is a standard agenda item on the Governors Premises committee meetings. The Governors and MacIntyre trustees are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- strategic risks
- loss of income
- damage to reputation
- failure to teach the correct syllabus
- Safeguarding & Child Protection issues
- gaps in Governor skills
- conflicts of interest
- employment disputes
- major Health and Safety issues
- possible data loss
- risks of fire, flood and land slip
- poor cash flow management
- fraud
- loss through inappropriate investments

The measures taken to protect the school against such risks, include:

- appointment of an Executive Lead as the responsible individual
- safe recruitment of staff, Governors and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff and LAB members
- insurance
- strong financial controls and procedures that are regularly reviewed
- use of professional advice from lawyers, accountants, architects and other professionals as needed
- formal review of compliance with the school's charitable objectives via annual audit, and annual audit of the schools financial records
- review and maintenance of the Key risk register
- Ofsted rating

Responsibilities

Local Advisory Board:	As they are ultimately responsible for the health and safety of the staff and students they need to ensure this by developing policies in line with legal requirements and best practice. Appoint a Senior Leadership Team to apply the policies and meet regularly to monitor and discuss implementation of policies.
Director of Education, Children and Young People:	Liaises with MacIntyre Directors, Trustees, Local Advisory Board and Senior Leadership Team to enhance communication between the school and charity, in order that student health is kept as the highest priority.
Senior Leadership Team:	Ensure that high quality training is given to staff, that procedures are followed, reviewed and developed. Coordinate any major outbreak that

may occur including the contact of suitably qualified experts where necessary. Support staff to carry out their duties and responsibilities.

Teachers, Heads of Service & Line managers	Ensure that the staff they manage put the Health and Safety of students first and never ask staff to perform a task that they are not trained and capable of doing. Engage staff in the discussion and evidence that they have taken part in the risk assessment process. Report any accident, dangerous occurrence or dangerous area as necessary. They are to support, advise, instruct and aid staff in their team to carry out their duties.
Staff	All staff are responsible for keeping the young people and staff, safe and healthy. Staff must keep up their training in line with what is required for their role and not undertake tasks or procedures they are not trained for. It is imperative that staff cooperate with other staff and managers to keep students & staff healthy including but not limited to: hand washing and supporting students to wash their hands, keeping work areas and equipment clean, following good hygiene practices and procedures.
Students	May not be aware of potential or immediate dangers they should, therefore, follow the guidance of staff.
Visitors and Parents	Should make staff aware of any accidents or dangerous occurrences that have occurred while the student was in their care. While on site they should follow the guidance of staff.

Related Policies

MacIntyre Health & Safety Manual

Success Criteria

The policy may be deemed successful if:

- The children's home and school is a safe and healthy environment for all young people, staff and visitors.
- Any potential risk is mitigated.
- Staff understand and follow procedures.
- No member of staff is left in a situation they are not trained for or unable to cope with.
- MacIntyre Health & Safety Manual is used as a reference tool to help staff.

Procedures

Procedures are communicated through training and practice and can be found in the MacIntyre Health and Safety Manual. Method statements for general tasks are available from line managers or the Compliance Officer.

Review

This policy will be reviewed biannually, and as necessary, following investigations into incidents. It will then go to Senior Leadership, Local Advisory Board and MacIntyre Central for approval.