



**Policy Name: GSP06 Risk Assessments Policy**  
**Written by: Jennifer Parry Edited by: David Mitchell**

Review history date	Next review date	Co-ordinator	Regional Lead
24/04/2023 12/08/2024	01/09/2025	David Mitchell	Declan Tuer

## **Our School**

Greenfields School is an independent special school for young people with Social, Emotional and Mental Health (SEMH) difficulties for both boys and girls aged 9-16 years old. The school is registered for up to 30 learners and consists of 2 small primary style transition classes to provide a nurturing environment to develop and progress throughout the learning journey and the pupils transition to Secondary education; as well as providing English, Maths, Science, Expressive Arts, Humanities, PSHE and PE lessons for our older students. We are a school that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in Newport we therefore benefit from some amazing community spaces where we enhance our curriculum with equestrian skills, free running, farm skills, pottery painting, outdoor learning, swimming lessons, boxing and fitness classes. All the staff at Greenfields School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

## **Mission Statement**

Preparing learners for the future by providing a sustainable outstanding educational experience where all students realise pursue and achieve their full potential, enabling them to thrive as adults.

This policy is written to:

- support the school's mission statement and aims for young people;
- ensure consistency of practice across the school;
- ensure all staff understand how risk assessment practices can support our aims for young people.
- Ensure outside audiences can understand the procedures that we follow in assessing and minimising the risks involved in our work with our learners.

This policy should be read in conjunction with the school's Health and Safety Policy, Educational Visits Policy, First Aid Policy and Safeguarding Policy, as well as the Critical Incident Plan.

## **What is a 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. In Greenfields Schools this applies to harm or hazard to all students and staff, visitors and/or contractors.

Some risk assessments are carried out by our parent company, CareTech, using outside, specialist contractors. Other risk assessments are inherent to the specific environment in which the school



operates and the work that staff and young people are engaged in. Risk assessments will be regularly reviewed and amended if needed.

### **Understanding the Language of Risk**

- A hazard is something with the potential to cause harm.
- Risk potential is 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 risk potential and the consequences of risk.
- A risk assessment is the resulting procedure and documentation that brings together the above three elements to make a judgement about whether the potential gains of the activity outweigh the risks when all risk control measures have been put in place.

Risk assessments can be used to identify potential hazards to people (staff and young people, visitors and contractors), property, strategic direction (reputation, loss of pupils, impact on development), compliance (Independent Schools' Standards and child protection issues) and financial loss.

### **Why have Risk Assessments?**

Some risk assessments are a legal requirement. School Inspectors will expect to see examples and Local Authorities are entitled to ask for various risk assessments, particularly with respect to off-site educational activities. Additionally, risk assessments are good practice - by focussing on prevention – as opposed to only reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

It is the school's firm belief, that risks to health and safety should be controlled wherever possible through the use of thorough risk assessments and the introduction of risk control measures wherever possible.

The purpose of risk assessment is not to eliminate risk, because some risk is essential to and inherent in the process of learning. The purpose is to ensure that consideration has been given to minimising risks, whilst maximising the educational value of all activities undertaken in school and ensuring staff are aware of any possible concerns that could arise.

Given the nature of the services provided by the school, Caretech expects that all staff in school will:

- Carry out risk assessments to ensure that all new curriculum activities are as far as possible free from risk and any risks are planned for and mitigated as far as possible.
- Complete all risk assessments before any young person undertakes any additional / off-site activity and that, as part of the risk analysis, all necessary written consents are obtained.
- Never knowingly place the safety and wellbeing of any young person at the school in any danger.
- Always put the Health and Safety of staff and learners as our primary consideration and never knowingly compromise this consideration in any way.
- Ensure all parts of the school to which learners have access are, so far as reasonably practicable, free from hazards to their safety.
- Ensure any activities in which learners participate are, so far as reasonably practicable, free from avoidable risks.
- Identify and eliminate all avoidable dangerous risks of learners as far as possible.



- Ensure staff trained in First Aid are available throughout the school day, both in school and on any off-site activity.

### **Conducting a Risk Assessment**

Most classroom-based activities are covered by generic risk assessments undertaken by the Headteacher as the Health and Safety Officer & CareTech.

CareTech carries out a range of risk assessments, according to a pre-planned timetable (usually annually), using outside consultants to ensure compliance. These include:

- PAT Testing/ Electrical Installation
- Oil Boiler Testing and Service
- Fire Risk Assessment
- Fire Extinguisher Service
- Fire Alarm System Service
- Water Purity Test (Legionella)
- Asbestos Survey

In addition to these risk assessments, the school's Health and Safety lead carries out a range of Health and Safety checks on a regular basis, updating and revising any risk assessments as necessary. These include:

- COSHH
- Fire Alarm System Test
- Water Test – Temperature
- Fire Drill
- Food hygiene

### **Subject, activity and individual learner specific risk assessment**

Certain subjects require specific risk assessments for each activity or type of activity undertaken.

There are numerous activities carried out in Greenfields School, each of which requires a separate risk assessment and have individual policies linked to them. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips.

But risk assessments are also needed for many other areas, including:

- Sport/PE activity
- Science experiments - CLEAPSS, adhering to advice on science safety
- Creative Technology (Art / Design Technology / Food Technology) DATA Health and Safety accredited

Additionally, they can cover the use of specific equipment in lessons such as science or DT.

Risk assessments are required for all off-site educational visits, including reward activities, whether these are group-based or whole-school activities along with evaluation after the activity has taken place. In each case the risk assessment is conducted by the teacher in charge of the activity, using



the approved proforma (see Educational Visits policy), before the activity takes place. In the case of new off-site activities and/or one-off educational visits the risk assessment must be agreed by the head teacher before the planned activity.

All off-site educational visit Risk Assessments are kept electronically on file and made available to all staff, in order to minimise the work in making repeat visits with different groups of young people. It is the responsibility of the teacher in charge of the activity to check the validity of the risk assessment and ensure that account has been taken of the particular needs and vulnerabilities of the group of young people involved in the current visit.

Subject specific risk assessments are kept in the subject planning file, along with the subject rationale, scheme of work etc.

Some learners can present with complex behaviours that require individual risk assessments or risk assessments to participate in vocational placements – these are reviewed in PEP/EHCP meetings to ensure risks are kept updated.

### **Accidents and First Aid**

The person responsible for reporting accidents depends on when and where the accident occurs. If the accident occurs in a lesson, the teacher is responsible for reporting the accident and completing the accident log. When an accident occurs outside lessons but in the school day, the staff member is responsible. The Accident Log is kept in the School First Aid Room and this should be completed before leaving the site for the day wherever possible, but always within 24 hours and uploaded electronically onto Behaviour Watch.

The school keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, to minimise the likelihood of recurrence where possible.

The Health and Safety Officer is the Headteacher and responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

The Headteacher is responsible for reviewing and reporting on all accidents in the Headteacher's Half Termly Monitoring Report, which goes the CareTech Regional Lead, Declan Tuer every half term.

### **Child Protection & Safeguarding**

The School's Child Protection and Safeguarding Policy together with the suite of Safeguarding Policies and training for all staff form the core of our child protection risk management. Safer 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 those not allowed to work in the UK.

Doors to potentially dangerous areas such as science laboratories, Art Room, DT room and the kitchen are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff.



### **Responsible Staff Members:**

**EVC** – Siraj Ahmed

**Lead First Aider** – Katie Ryan-Jeffreys

**DSP** – Sarah Hale and Emily Lee

### **Responsibilities of all staff**

All members of staff are provided with the policies for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, 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 Head and other members of staff with delegated responsibilities, in order to enable the school and CareTech to comply with their health and safety duties. Staff have a duty to complete all requested training in relation to Health & Safety. Finally, all members of staff are responsible for reporting any potential Health and Safety risks to the Head Teacher.

### **Monitoring and Review**

This policy will be reviewed annually and as any significant changes arise. This policy should be read in conjunction with the following school policies, strategies and documents:

- Behaviour policy
- Educational Visits policy
- First Aid policy
- Critical Incident Plan
- Health & Safety policy
- School Improvement Plan
- And other relevant policies

<b>Headteacher:</b>	David Mitchell	<b>Date:</b>	12/08/2024
<b>Regional Lead:</b>	Declan Tuer	<b>Date:</b>	



## Appendix A – Risk Assessment template



### Greenfields School: \*\*\*\*\* Risk Assessment

#### Specific Risk Assessment and / or Behaviour Management Strategy

Name:		Prepared By	
Date:		Review Date	

#### Details of Risk or Presentation.

#### Risk Indicators / Triggers / Behaviour Management Issues

#### Provide Details of Behaviour Management Strategy or Risk Reduction

Risk Assessed as Likelihood =      Severity =

#### Risk Assessment Only

		Likelihood						
Severity		1	2	3	4	5		
	1							Low
	2							Med
	3							High
	4							
	5	X						

To establish Risk Rate Severity & Likelihood on scale, 1 = Low / 5 = high. Where grid crosses place x to indicate Risk Rate. (Example. Severity 3 Likelihood 2 = Rating Medium. )