Cross Keys Learning

Risk Assessment Policy

Date written:	**Sept. 2023**
Date of last update:	**Sept. 2022**
Date agreed and ratified by SLT:	**Sept. 2023**
Date of next full review	**Sept. 2024**

This policy will be reviewed <u>at least</u> annually and/or following any updates to national and local guidance and procedures.

D R A F T

Key Contacts

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This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

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1. Introduction

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities at Cross Keys Learning. It should be read in connection with other related Health and Safety policies.

"Risk" is an event or cause leading to uncertainty in the outcome of the schools' operations.
Risk assessments, both formal and informal, are useful tools which help us to prevent accidents and cases of work-related ill-health, manage health and safety risks in school and keep the whole School community safe. Formal risk-assessments, both regular and those relating to individual situations or events, provide documentary evidence of this. For this reason, these documents should be frequently reviewed for relevance and completeness with input from staff who are involved in the work being assessed.

2. Objectives

This guidance has the following key objectives:

1. To ensure that suitable and robust risk assessments are undertaken for activities where there is likely to be significant risk to students.
2. To ensure that identified control measures are implemented to control risk so far as reasonably practicable.
3. To ensure that those affected by school activities have received suitable information on what to do.
4. To ensure that risk assessments are recorded and reviewed when appropriate.
5. To ensure that Student Individual Risk Assessments are implemented and reviewed regularly.

3. Legal Position

Cross Keys Learning is required to undertake risk assessments of its activities, the estates and equipment to ensure staff, student, and the wider community welfare. These assessments are required by numerous pieces of legislation, including the Management of Health and Safety at Work Regulations 1999 (as amended), which set out the general risk assessment requirements. Notwithstanding the Schools legal obligations, it also desires to be mindful of, and implement, good business practices that go beyond the limit of legal compliance but make for a better and safer school.

4. Guidance

The Headteacher/Director of the School is responsible for the annual update of the policy. All members of staff are responsible for the implementation of this policy. They will be supported by key staff (members of the SLT, specifically the Inclusion Manager), as appropriate who can be asked for advice.

This guidance is applicable to general risk assessments for activities carried out at the school, externally and for student individual risk assessments. Where specialist skills are required, e.g., asbestos, fire, water quality and hazardous substances, there are separate arrangements in place. Cross Keys Learning have a contract in place with Peninsula for all Health and Safety matters (Brightsafe) which includes access to various risk assessments that may be relevant for Education purposes.

All staff will receive access to risk assessment information as part of their induction. This will be refreshed on a regular basis and staff should ask for further guidance at any stage.

The Cross Keys Learning standard template risk assessment form for activities and clubs is found in the Cross Keys Learning Health and Safety folder in the shared space. Individual risk assessments for the students are found in the shared risk assessment folder. These are password protected (the password will be shared with the staff at Induction). Individual risk assessments are

reviewed each term, with the parent and student, or following any major incident where the risk for a student change.

Cross keys Learning also utilise 'risk rating keys' which can be found on each individual student risk assessment and can be provided on request. These ratings are used to identify risk within the group risk assessments.

4. Risk Assessments will consider:

- Hazard: something with the potential to cause harm
- Risk: an evaluation of the likelihood of the hazard causing harm including a rating assessment of the severity of the outcome of an event
- Control measures: physical measures and procedures put in place to mitigate the risk to an acceptably low level.

The Risk Assessment process will normally consist of the following steps:

- Identify the potential hazards.
- Decide who might be harmed and how this might occur.
- Evaluate the severity of the outcome of an event.
- Identify and describe the physical control measures and procedures put in place to mitigate the risk to an acceptably low level.
- Ensure all those with responsibility for the activity are aware of the risks.
- Review the assessment regularly and update as necessary.

Risk Assessments are to be reviewed on the following occasions:

- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type or number of people involved in the activity
- When there are changes in good practice
- When there is a change in person responsible for the Risk Assessment
- When there are legislative changes
- Annually if for no other reason

A non-exhaustive list of areas which may require Risk Assessment is as follows:

- Educational, including Co-Curriculum Areas
- Science experiments
- Design & Technology
- Food technology
- Sport and PE activity
- Outdoor Pursuits
- All off site trips and activities
- Some classroom activities
- Movement within the school buildings and about the school premises, including the moving to the outdoor area at Cross keys Learning.
- Lone Working
- Individual Students
- Group cohorts

5. Responsibility:

Whilst the ultimate responsibility for risk management overall, and therefore risk assessments, lies with the Headteacher/Directors, the day-to-day management of this has been delegated to the Health and Safety lead, Assistant Headteachers and Inclusion Managers. However, all staff and others in the school community have a role to play. This policy is applicable to all staff, contractors and the wider school community who all have an obligation to assist in creating a safe working, teaching, and learning environment by reporting unsafe incidents, premises, or equipment whether on the school premises, on remote locations (used for PE), or while planning for or attending off-site activities. The findings of individual risk assessments are shared with appropriate departmental staff by circulating the assessments and discussing the outcome of assessments at relevant staff meetings. The school also use staff briefings to ensure that staff are informed of changes or action taken based on relevant risk assessments.

The Inclusion Managers are responsible for the implementation and review of Individual risk assessments. During the Admissions process most students will be offered a taster session. The Inclusion Manager will complete an Initial risk Assessment with the student and their parent/ carer. As part of the admissions process the Headteacher/Inclusion Manager will review the students risk assessment and risk assess against the group to ensure the student is not placed in a cohort which increase the risk to them, nor does the student present a risk to the current cohort.

Once on roll the Inclusion Manager will implement a risk assessment co-created with the student and parent; this is then shared with all school staff. This risk assessment will be reviewed termly (or following any incident which changes identified risks), by the Inclusion Manager and shared with the parent/ carer and student, with any significant changes discussed and agreed.

The Inclusion Manager will disseminate risk assessments to all staff following updates and will monitor the staff to ensure that these have been read and acknowledged within three working days.

The Headteacher/Directors will be responsible for the Quality Assurance of the risk assessment process.

The school maintain a list of regular off-site activities and premises that are used and are risk assessed. It is the subject teacher/ session leads responsibility to complete a risk assessment for the planned session and submit this to the Inclusion Manager at least one week prior to the planned activity for approval.

Other planned activities and trips should have risk assessments completed and submitted to the Inclusion Manager for approval at least 4 weeks prior to the planned trip/ event/ session. This will ensure that risk can be considered in liaison with external stakeholders, students, and parents.

The Inclusion Manager will review the risk assessments for common external activities three times a year to ensure good practice is being maintained.

Any other planned activities. trips or sessions will be reviewed within three working days of the activity being completed. Any activity which has been reviewed and competed five times, will become part of our common external activity list.

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. However, staff are responsible for taking reasonable care of their own safety, together with that of Students and visitors. They are responsible for cooperating with the school's senior leadership to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher/Director.

6. Records:

Records of risk assessments are retained for at least five years unless there is a valid legal or practical reason for a longer period. Students individual risk assessment will be saved in the students electronic file and will form part of the file handed over when a student progresses/ transitions to another provision. Student risk assessments include behaviour support plans, implemented to reduce risk and records should demonstrate the Assess, Plan, Do and Review cycle for students needing intervention to manage risk taking behaviours.

7. Safeguarding:

Due to the complex nature and seriousness of safeguarding in a school environment, this Risk Assessment Policy excludes direct reference to Safeguarding and 'Keeping Children Safe in Education' legislation as this warrant, and have, their own specific policies, procedures, and assessments. It is, however, inherent within all risk assessments in the school that safeguarding is a contributing factor in the way assessments are planned and managed.

8. IT

The use of IT policy covers the risk associated with the use of IT for our students. All students access online safety sessions as part of the IT and PSHE curriculum.

9. Medication:

All medication is securely stored in a locked cupboard in our medical room which is always locked when not in use. Staff administrating medication are trained and complete the relevant logs as stated in our 'Administering medication policy'.

10. Supervision

Inherent in all risk assessment is the importance of appropriate arrangements for the supervision of Students.

11. Complaints about this policy

If Cross Keys Learning employees/parent/carers are dissatisfied with any aspect of the Risk Assessment Policy, they are encouraged to communicate this to the Cross Keys Learning Executive Headteacher in the first instance.