## Risk Assessment Policy

**Policy statement**

The Tutorial Foundation recognises that the health, safety and welfare of its students are of paramount importance and that it has a duty of care to its staff members. It also recognises that within the school and in the local community students will be exposed to risk from individuals, situations and settings that may impact on the ability of the school to keep them safe. The school is aware that taking appropriate risks is a normal part of growing up and will consistently work with students to help them to understand how to keep themselves safe. It is also aware that from time to time students may present a particular risk to other students, staff and the wider community that will require planned risk management. The Tutorial Foundation will, to the best of its ability, assess all such risks, develop strategies and control measures to protect students, staff or the wider community as appropriate. *Risk assessments are specific to students, sites and locations or activities.* It is the duty of the school’s staff to be aware of and follow such risk assessments at all times and consider the combinations of risks using common sense.

**Introduction**

Risk Assessments as part of the school’s Health and Safety Policy are conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, and our premises, in our daily routine and at all school events.

Who Conducts Risk Assessment?

Risk Assessments are conducted by:

Head teacher, SLT & teachers,

Fire Officer,

Specialist external assessors (eg Fire, Electrical) where appropriate

The risk assessment should be shared with all staff as appropriate.

What Risk Assessments do we conduct?

Our risk assessment process includes:

* Risk assessments for staff and pupils
* Risk Assessments for Off-Site activities
* Risk Assessments for areas - checking for hazards and risks indoors and outside, and in our activities and procedures. Deciding which areas need attention; and developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
* We undertake radicalisation risk assessment checks on staff and pupils at regular intervals.

Pre – entry Risk Assessment

Initial risk assessment will take place prior to the student commencing a placement at The Tutorial Foundation as part of the Student Admissions process. This applies to On-site and Off-site tuition.

Off-site tuition Risk Assessment

Initial risk assessment and report will take place as part of the initial pre-entry risk assessment

Risk Assessments for taking children off site

Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place the activity must be authorized and the form signed by the Head teacher/ member of SLT (Senior Leadership Team).

Specialist Risk Assessment

The Tutorial Foundation carry out the following risk assessments:

* General Building & School environment safety
* Fire safety and Electrical Safety
* COSHH assessments

Responsibilities of all Staff

* All members of staff complete a risk assessment on induction and familiarise themselves with the school’s Health & Safety Policy and Risk Assessment Policy. Specialist training is given to those whose work required 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 teacher in order to enable the Advisory Board to comply with their health and safety duties.
* All members of staff are responsible for reporting any risks or defects to the Head teacher
* Staff delegate powers and responsibility to the Head teacher to ensure everyone complies with this policy

Policy Sign off and review

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|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 13.07.2015 |
| **Reviewed by** | Tim Low | 08.11.2024 |
| **Next Review By** | Julia Low | 30.11.2025 |

Appendix 1 – Guidelines for Risk Assessment

What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) that could result from a particular activity or situation.

* **A hazard** is something with the potential to cause harm.
* **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
* **A risk assessment** is the resulting assessment of the severity of the outcome.
* **Risk control measures** are the measures and procedures that are in place in order to minimise the consequences of risk.

Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

* What hazards are we faced with?
* Who might be affected?
* How can the risks be reduced to an acceptable level?
* Can effective measures be implemented now?
* If not, what contingency plans will serve us best for the time being?

Who May be Affected?

* Pupils, staff and visitors and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. Or when offsite, members of the public.

Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Risk Control

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:-

* **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood or risk?
* **Substitute or replace the hazard**
* **Procedural controls** – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
* **Child management** – make sure that the staff are aware of each child’s needs.
* **Setting management** – such as the monitoring of exits and entrances.
* **Additional equipment/staff** – can a lifting device or an additional person be utilised to avoid or reduce the risk?
* **Personal Protective Equipment** – consider the value of using such things as gloves, over garments.
* **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire.