Risk Assessment Policy

Approved by TCES Operational Board on behalf of

Thomas Keaney, CEO and Schools' Proprietor

Date of next formal review, September 2024

This policy applies to TCES National Online School

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Introduction

It is not only a legal requirement, but also a firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our building, our grounds, in our daily routine and at all school events.

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 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 unfettered risk (e.g. staff training, clear work procedures, fire alarms, fire practices, gas and electrical shut down points and insurance).

Roles and Responsibilities?

The ultimate responsibility for health and safety matters in school resides with the Head of School and is overseen by the Governors. The Head of School has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks.
- Inform employees about risks and the measures in place to manage them.

Who Conducts Risk Assessment?

Risk Assessments are conducted by the Head Teacher or health and safety officer or delegated to appropriate school staff. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

The Head Teacher will be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out by a competent person with adequate records (Please also refer to our Health & Safety Policy).

Risk Assessments

There are two main types of risk assessment, generic and specific.

Generic risk assessments should be completed for hazards or activities that are common throughout the school.

Specific assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks.

The essential steps that are taken in order to comply with this policy are:

- Identify the hazards to health or safety arising from the activity, learning environment, or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary (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 and how?
- 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? Consider pupils, students, trainees, and those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning staff, contractors, or parents. Or when beyond the school, 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 need 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 exists and entrances.
- Additional equipment/staff – can a lifting device or an additional person be utilized 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.

The Proprietor monitors the control measures instigated to ensure that they are effective and implemented correctly.

What areas require a Risk Assessment?

There are numerous activities carried out during online learning, some of which require its own separate Risk Assessment. This policy is supported by The National Online School Remote Working Policy

The most important of these cover:

- Fire safety and other security procedures.
- Educational visits and trips.

However, Risk Assessments are also needed for many other areas, including:

Educational:

- Science experiments.
- Each sport and PE activity.
- Art/Music.
- Use of online platforms and websites
- Educational visits

Pupils

Each pupil has an assessment before they are admitted on role to the school where risk specific to that pupil are discussed along with their likes and dislikes. These are then built into the individual Risk Assessment for each pupil.

Staff at The National Online School work in partnership with pupils and families to ensure that the safest possible learning environment is provided. Details of specific individual risk management strategies are listed in individual pupil's risk assessments.

This could include:
Having a parent present during the lesson
Clearing the room of sharp objects
Parent ensuring that the front door is locked, and key hidden away.

Child Protection
Our Safeguarding and Child Protection Policy forms 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 and are not allowed to work in the UK. By extending this to volunteers and by ensuring that everyone in our school community receives regular child protection training, we manage this risk to an acceptable level.

Reviews

All Risk Assessments are reviewed and recorded at least on an annual basis, when major structural work is planned, in the event of an accident, or when changes are made to the school building or noted with regards to a pupil.

The Health and Safety Policy describes the arrangements for regular health and safety audits of the school.

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for Risk Assessments and health and safety (which is recorded). 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 Proprietor in order to compliance with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Proprietor promptly.

Original copies of all completed and signed Risk Assessments related to the premises are kept in the premises and Health & Safety files.

Original copies of all completed and signed Risk Assessments relating to pupils are kept in the pupil file.

Risk Assessment

Severity	Multiplier					
Extreme / Catastropic	5	5	10	15	20	25
Major	4	4	8	12	16	20
Moderate	3	3	6	9	12	15
Minor	2	2	4	6	8	10
Insignificant	1	1	2	3	4	5
	Multiplier	1	2	3	4	5
Likelihood		Remote	Unlikely	Possible	Probable	Certain

	Key	
Severe	20 - 25	Unacceptable level of risk exposure which requires immediate corrective action to be taken
Major	12 - 16	Unacceptable level of risk exposure which requires constant active monitoring, and measures to be put in place to reduce exposure
Moderate	5 - 10	Acceptable level of risk exposure subject to regular active monitoring measures
Minor	3 - 4	Acceptable level of risk exposure subject to regular passive monitoring measures
Insignificant	1 - 2	Acceptable level of risk subject to periodic passive monitoring measures

Start Date:		End Date:	

Pupil Name:		School Contact:		
Parent Contact No:		Pupil Information/diagnosis:		On Medication: Yes ☐ No ☐ **Intuniv (3mg) Circadin (4mg) taken at home currently not in school.**

Details of Risk	To whom	Severity	Likelihood	SxL = Risk rate	Control measures	Further actions	Controlled Severity	Controlled Likelihood	SxL = Risk rate
Verbal aggression	Staff/Students/Public	2	4	8	Close monitoring of conversations with peers, challenge/firm boundaries, reminders of expectations and rewards/consequences. Remind him of the green card goals for swearing.	Follow up with phone call home. Remind about rewards/consequences.	2	2	4

Hazard	Who	Likelihood	Severity	Risk	Control Measures	Further Action	Likelihood	Severity	Risk
Physical aggression – throwing objects, kicking doors, attempting to smash windows and assault staff.	Staff/Students/Public	3	3	9	Speak in calm reassuring tones. Staff to brief George of changes to his timetable/routines and health safety expectations whilst on trips beforehand. Allow him time to regulate in calm areas. If offsite return to school if needed. Provide a tidy uncluttered learning environment and remove objects which could be thrown causing hazard.	Follow up with a phone call home to support behaviours in school.	2	2	4

I, the undersigned, have read and understand the risks and control measure of the above activity:	Date written: Completed by: Signed off by_____ (SLT only)