

Woodview School

Risk Assessment & Risk Reduction Local Procedure

Woodview School

Crockenhill Road
Orpington
Bromley
BR45EP

September 24

Email: Woodviewschool@aspriscs.co.uk

Risk Assessment & Risk Reduction

Risk assessments for activities involving both staff and student are completed as part of the Health and Safety policy implementation.

Individual Risk Assessments

Individual risk assessments will be created for our young people where necessary to review the potential risks associated with students and staff.

Factors that will be taken into consideration include:

- Educational needs
- Emotional needs
- Care needs
- Psychotherapeutic needs
- Health and Safety needs
- The level and type of challenging behaviour
- The level of aggression and / or violence displayed towards peers and adults
- The presence of and degree of sexualised behaviour
- Evidence of antisocial, including criminal behaviour
- Evidence of or suspicious of substance abuse
- The age of the young person
- Evidence of or indications of the potential to make changes
- The possible effects on the group dynamic
- The potential risk to student already placed here
- The potential risk to the individual
- The potential risk to staff

Ongoing individual risk assessments will be completed for each young person at Woodview School. This will be the initial responsibility of the class teacher with oversight from the Senior Leadership Team and the Behaviour and Welfare team. From the original individual risk assessment the Senior Leadership Team will have responsibility for updating the risk assessment as and when new risks are identified. These will usually be as a result of an incident and an entry onto Woodview's MIS, Engage. At a minimum, individual risk assessments will be reviewed and updated at termly.

Factors taken into consideration will include the above and:

- Trigger factor/ flash point
- Observe patterns of behaviour
- The degree of risk
- Frequency of risk
- Reasons for behaviour
- The time and places where risks are increased
- The range of positive and supportive strategies/ response to be employed by staff
- Consequences
- Unhelpful responses and reactions
- Debriefing after an incident

Woodview School fully recognises the responsibilities placed upon us by the placing authorities to ensure that all pupils are safe, secure and protected from harm at all times.

At Woodview School students are encouraged to take responsibility for some aspects of their own lives, depending on their level of maturity. Students will inevitably make mistakes as they learn to take responsibility for their own and others safety, however it is for all staff at Woodview School to ensure risk management procedures are in place.

The following are examples or areas of responsibility given to the student in a controlled manner:

- Having some say in decisions made about their own surroundings.
- In choosing their own friends
- Encouragement given to participate in enrichment activities
- To enable students to become independent during the school day.
- Participating in the more adventurous activities under proper, qualified supervision.

The following behaviours are not permitted:

- Use of drugs
- Sexual intercourse
- Use of alcohol
- Illegal behaviour
- Tattooing
- Smoking
- Visiting unsuitable venues

Whilst boundaries and consequences are used to limit negative behaviour, positive reinforcement for appropriate behaviour aims to help students develop a sense of responsibility for their own actions and reinforces to the student when they have actively made 'good' choices.

Behaviour, particularly negative, is a form of communication. Staff will help students to understand their actions and will support them to make positive choices in behaviour if the situation occurs again.

Classroom Risk Assessments

Each classroom will have their own classroom risk assessments in place where it has been noted some classrooms pose more risk than others. For example, some classrooms have their own kitchenettes whilst others do not. Classroom risk assessments are updated as new risks present. The person with Health and Safety responsibilities over Woodview School with oversight from the Senior Leadership Team will be responsible for updating these.

Activity Risk Assessments

Woodview School expects staff to always act as a responsible adult.

Should staff have any doubt or concerns about an activity or outing that they wish to undertake they must seek clearance and guidance from senior members of staff.

All on-site and off-site activities will be risk assessed prior to the activity taking place and completed immediately prior to any activity. This will include the venue, the activity and staffing. All activity risk assessments require 'sign off' by a member of the Senior Leadership Team.

All offsite activities will be accompanied by staff with the following training:

- Emergency First Aid at Work.
- Team Teach.
- Aspris approved driver.

For all students on work experience placement or college provisions; risk assessments will be in place with the provider. A copy of the student's individual risk assessment will have been sent prior to the work experience or college placement starting. A copy of the college and work experience risk assessment will be kept in the student's personal file along with any insurance documentation.

Transporting Students

All staff transporting students are required to be an Aspris approved driver to ensure staff are safe driving the pool vehicles.

If staff feel a student's behaviour is deemed to be placing any persons within the vehicle at risk then the driver will stop the vehicle in a safe place until the student is able to behave safely. In extreme cases, staff may contact a member of staff from school to aid. Exhibiting dangerous behaviour in a school vehicle is likely to result in a fixed term car ban.

Taxi's organised by referring Local Authority conduct their own processes for ensuring all drivers and passenger assistants have enhanced DBS's.

Any risk assessment involving a student travelling in Local Authority arranged transport will be the responsibility of the Local Authority.

Woodview School recognises its obligations to provide information to the Local Authorities to assist with this process when appropriate.

Learning to Make Safe Choices

As part of the Woodview School curriculum, social skills and emotional literacy lessons are timetabled from Year 3 to Year 11. These lessons are vital to providing students with an opportunity to explore feelings, thoughts, values and ideas upon how students behave, the pressures to behave like their friends and the impact their behaviour can have upon others.

Curriculum areas such as PE, DT, Food Technology and Science all bring an element of risk within the learning process. Teachers ensure students are aware of the risks involved and how to keep themselves safe. If any student is deemed to be behaving in an unsafe manner, then

the teacher may ask the student to leave the classroom or not partake in the practical element of the lesson.

Curriculum areas such as PSHEE and RSE provide learning opportunities for students as to how to keep themselves safe, to gain an understanding of risks and how to risk manage themselves. This includes E-Safety and learning of the risks and how to keep safe.

Health and Safety

Health and Safety is raised in every debriefing meeting daily. Any Health and Safety issues are raised. Woodview School's maintenance team are informed of any potential Health and Safety issues that are within their remit to rectify. The Health and Safety issue is communicated via the maintenance communication logbook which is held in reception. All staff are aware of this logbook. When tasks are complete, maintenance staff will sign and date the book to evidence action taken.

Please refer to Woodview School's Health and Safety Arrangements procedure for more detail.