



Fromefield Manor School



Risk Assessment & Risk Management - Local Procedure June 2024

Local Procedure Title	Risk Assessment and Risk Management
Site	Fromefield Manor School
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1. Introduction and aims

Risk assessment is an attempt to establish the level of risk, considering the likelihood, frequency and immediacy of harm and the severity of the possible outcome.

The assessment of risk is undertaken to decide which risk management measures are required to minimise the risk of harm and increase the likelihood of benefits for the person being assessed. This assessment involves chance, uncertainty, and unpredictability. It is about assessing the likely occurrence of a future event, the likely impact of that event, upon whom or what and with what consequences.

Aims

This procedure defines Fromefield Manor School's general aims, organisation, and arrangements in relation to risk management, and ensure:

- Attainment of high standards in all aspects of practice
- Compliance with the requirements of all relevant legislation and regulations
- Adoption of approved codes of practice and guidance to ensure safe working practices and standards are developed for all pupils and staff.
- Establishment of organisational arrangements to ensure responsibilities are clearly defined for implementing the appropriate policies and monitoring their effectiveness.
- Establishment of clear lines of communication for risk management and safety issues
- Establishment of a risk assessment/audit process including identification of hazards and minimisation of inherent risks
- Training of all staff in the techniques of risk assessment, including instruction in specific hazards and special precautions.

2. Risk Assessment documentation (Including location and storage)

Individual Student Risk Assessment – ACS13b

Risk management forms part of each pupil's placement at Fromefield Manor School. This aims at changing the balance between risk and safety, i.e., attempting to reduce the individual's risk factors or their effect and increase the protective factors. This is an ongoing assessment of risk for the individual students for the duration of their time whilst attending Fromefield Manor School.

Service User Activity Risk Assessment – AH&S Form 56

This risk assessment is undertaken for any activities that students attend on and off site (e.g., cinema trip, playing football in the playground). It is the responsibility of the activity lead and supporting staff to have completed, read, and understood the risk assessment prior to the activity taking place.

School Visit Activities & Authorisation Proposal Form – AH&S Form 57

This form is completed in advance of any off-site activity. This form will inform the risk assessment of student dynamics, needs and emergency planning and must be authorised by the school, Senior Leadership Team or Health and Safety Coordinator. **The activity CANNOT take place if this form has not been completed and the trip authorised.**

Please note, there is also an **activity planner** that staff need to complete prior to activities off site and it is the Teacher, Activity lead and supporting staff responsibility to ensure this is complete and group leaders on the activity retain the information (not to be shared with students) and file appropriately on return.

Specific Health & Safety Risk Assessment – AH&S Form 29

This risk assessment is completed for any operational activities (e.g. Transfer of Medication, such as EPI pens, or may link health care plans and implementation of key support needs such as personal care). It is the responsibility of all staff to be aware of and read the risk assessments relevant to the sites where they complete shifts.

Alongside the ACS13b Individual risk assessment, pupils may also have the following risk assessment to support their needs in school.

ACS06 – Running Away / Missing.

All pupils must have this risk assessment completed upon admission.

ACS01D – CSE/CCE Risk Assessment.

For any pupil where a residual risk of medium or high is indicated on their ACS13b, the ACS01D must be completed to ensure risks are effectively identified and mitigated against.

ACS13F – Self-Harm Risk Assessment.

For any pupil where a residual risk of medium or high is indicated on their ACS13b, the ACS13F must be completed to ensure risks are effectively identified and mitigated against.

AHS Form 94 – Work Experience Risk Assessment.

To be completed for any pupil attending work experience.

Please note: There may also be occasion where staff are lone working with pupils. Lone working procedures must be referred to and relevant risk assessments linked with lone working completed.

There are also a number of Health & Safety Forms and Risk Assessments that we need to ensure are completed to ensure safe working practices. Line managers and the Health & Safety Coordinator will ensure staff know which forms and risk assessments are relevant to them in their role.

3. Responsibility for undertaking risk assessments

Management Structures and Personal Responsibilities

The Head Teacher is responsible for ensuring that the schools' responsibilities are discharged and for ensuring that effective arrangements are in place throughout the school.

Head Teacher Responsibilities

The Head Teacher is responsible for the preparation of procedures to ensure all necessary risk assessments are carried out at the school and appropriate control measures are implemented and monitored.

All employees at all levels must be made aware of the risks within their work environment and of their personal responsibilities. They must also be given necessary information and training to enable them to work safely. These responsibilities extend to anyone affected by Fromefield Manor School operations including sub-contractors, members of the public, visitors etc. They shall also ensure adherence to and implementation of all Aspris policies and guidelines such as

- Recruitment and selection
- Discipline
- Grievance
- Equal Opportunities
- Crisis management
- Incident reporting

Senior Leadership Team and Designated Representatives Responsibilities

Heads of Departments, or their designated representatives, will implement the policy by:

- Being aware that they have a duty under legislation to take reasonable care for their own safety and the safety of all others who may be affected by their acts or omissions.
- Being aware of and implementing school standards including appropriate risk assessments are carried out for all activities.
- Making full provision for risk management, adequate control measures, safe working procedures and continued monitoring of safe systems of work
- Promoting greater risk management awareness amongst all staff and leading by example
- Ensuring that all staff observe safe working practice, with particular reference to the school's health and safety policies and procedures and departmental policies and procedures.
- Ensuring all staff attend induction.
- Ensure appropriate induction and training is given to bank and agency staff before commencing duty.
- Encourage a risk aware culture, where incidents are reported, and lessons learnt from mistakes

Employee Responsibilities

The policy will be achieved through the actions of ALL employees within the school in accordance with the general responsibilities as detailed. Employees are required to implement the policy by:

- Being aware that they have a duty under legislation to take responsible care for their own safety and the safety of all who may be affected by their acts or omissions.

- Being aware of the school's policy and procedures and complying with them
- Reporting of potential hazards and risks as stated within the school's incident reporting procedure.
- Minimising risk in their work
- Adhere to all professional standards and protocols.
- Wearing protective clothing/equipment where provided.

Temporary Staff Responsibilities

It is necessary to ensure that any agency workers, temporary staff, and volunteers are aware of all company policies and procedures, and heads of departments/senior managers ensure individuals are competent to undertake the work they are being employed for.

Contractor Responsibilities

Contractors carrying out work on the school's property will be expected to comply with legislation, company policy and relevant departmental procedures.

It will be the responsibility of the manager of that department to ensure that contractors comply with the relevant policies and procedures and, where appropriate, specify detailed health and safety performance requirements in the written terms of agreement.

Contractors will be shown H&S Form 83 when signing in as further guidance.

4. Responsibility for reviewing risk assessments

All Risk assessments are to be reviewed routinely. This enables staff to identify when they are no longer valid, or where changes are required to ensure effective risk identification and mitigation. All staff are responsible for reviewing risk assessments within their remit.

Childrens Services Risk Assessments (ACS13b, ACS01D, ACS06, ACS13F and any other linked H&S Form 29's) must be reviewed half termly as a minimum. When reviewing staff should indicate on the document every time the risk assessment is reviewed.

If any risk assessment has been updated with new mitigating actions, or strategies, it is important these are shared with other supporting members of staff. This information can be shared in a variety of ways, including in staff meetings and via email.

Activity Risk Assessments (AHS Form 56, A HS Form 56a and AHS form 57) should be completed for every activity, even for those activities that are recurring and as such, reviewed on each occasion where an activity may be taking place.

Health and Safety forms and risk assessments, (such as DSE assessments, manual handling risk assessments, education generic risk assessment, this is not an exhaustive list) should be reviewed annually, unless the area, tasks, equipment, or area have changed. Then they should be reviewed in response to any changes.

Important note: All risk assessments and any associated support plans must be reviewed following any incident, accident or following any changes to individuals risks or profile.

5. Enabling children and young people to learn to assess risk and make safe decisions

At Fromefield Manor School, pupils need to take moderate risks to extend their experience and develop confidence in coping with new situations. When situations are assessed for

risk, pupils and staff consider the likelihood of harm, damage, or loss. With those considerations in mind, they set up processes to minimise those risks.

If a pupil and staff member, and in some cases parents/carers, are confident that the risk involved are reasonable, the assessment is completed, and the pupil is free to undertake the activity. It is important to involve the pupil and supporting staff in the assessment of risk, as this helps to develop objectivity and create a balance between recklessness and timidity.

By involving children and young people in making decisions based on risk, tailored to the Childrens /young person's individual needs and skills it should allow them to make informed and reasoned decision to stay safe as possible.

Where children and young people may be vulnerable to putting themselves at undue risk, colleagues are expected to advise and help them to reconsider, and if there is significant danger, to intervene with a safer approach.

6. Training for staff

All risk assessors needing to undertake assessments should be suitably trained and colleagues requiring training should attend any appropriate courses provided by Aspris Learning & Development.

Access to appropriate and approved training must be authorised by either booking onto centrally organised training or completing a learning request via the Learning Lounge.

Managers / line managers should also ensure new staff are supported to understand and build confidence in the expectations of completing risk assessments at Fromefield Manor School. This may include CPD sessions and supervision / mentoring.

7. Responsibility for maintaining and reviewing the risk register

It is the responsibility of Head Teacher, SLT & Departmental Managers to ensure registers are current and up to date.

- ACS Form 13C Simple Risk Register
- AH&S Form 04A Register of DSE Users
- AH&S Form 29A Register of Individual Risk Assessments
- AH&S Form 45A Register of Hazardous Substances
- AH&S Form 45B Domestic Chemicals List
- AH&S Form 45C Core Chemicals List
- AH&S Form 45D Maintenance chemicals List.

8. Monitoring

Fromefield Manor School will monitor performance through health and safety audits, safeguarding audits, ISS audits and compliance with legislative requirements and other guidance in the following areas:

- Pupils individual risk assessments
- Health and safety assessments
- Food Safety assessments (HACCP)
- COSHH assessments; and
- Financial audits

Monthly audits completed by Head Teacher, SLT using AH&S Form 96.

9. Arrangements for escalating significant risks

In the event of having to escalate significant risks the Head Teacher must be informed.

ACS Form 58 must be completed and sent to the Head Teacher and Operations Director. This is then sent on to the senior management team through the reporting up procedure.

Please also see AOP04 Incident Management, Reporting and Investigation Policy.

In the event of a RIDDOR needing to be completed relevant staff we contact Regional Health and Safety Advisor who will support throughout the process.

Cross Reference: (Policies)

AOP06 Safeguarding Children in Education
ACS14 Health & Safety Responsibilities
ACS06 Running Away / Missing
ACS17 Health & Wellbeing
ACS18 Medication
ACS22 Self-Harm
ACS48 Working Alone with Children and Young People

Please visit the Aspris Hub page for all Aspris forms and risk assessments templates.

Contents Checklist (Local Sites may add additional items – this is a core list)

Risk Assessment documentation (Including location and storage)		Training for staff	
Responsibility for undertaking risk assessments		Enabling children and young people to learn to assess risk and make safe decisions	
Responsibility for reviewing risk assessments		Monitoring	
Responsibility for maintaining and reviewing the risk register		Arrangements for escalating significant risks	

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions