

Risk Assessment Policy

Orange Tree School and OTS Ridgeway

Part 3 - Welfare, health and safety of pupils 16(a) & 16(b)

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1.0 introduction

At Orange Tree Schools (Orange Tree and Ridgeway Sites) we formally risk assess the following where relevant to each site:

- Risk assessments for each site
- Risk assessments for external venues (Orange Tree)
- Pupils' individual risk assessments
- School transport and student collection
- Home visits (welfare visits, education and therapy)
- Specific trip risk assessments and activities (Orange Tree)
- Work experience placements (Orange Tree)
- Specific curriculum areas, such as cooking and activities.
- Hazardous substances
- Individual staff if needed

Independent School Standards outline:

16. The standard in this paragraph is met if the proprietor ensures that—

(a)the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and

(b)appropriate action is taken to reduce risks that are identified.

Orange Tree School is located over two separate sites. The sites are independent of each other with different students and staff.

Ellern Mede Hospital at Holcombe Hill, The Ridgeway, Mill Hill, London, NW7 4HX. All students are inpatients.

Orange Tree site is located at Oakleigh Park North, N20 9AR

Each site has its own risk assessment conducted, which outlines the risks of the premises overall and the risks in the individual rooms, including the specialist rooms.

Orange Tree School is committed to managing health and safety by controlling risks within the School and its workplaces. Every school is required to make an assessment of the risks that are likely to arise from their school's premises and processes. This requirement is generally referred to as risk assessment.

A risk assessment is simply a careful sensible examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm to your workforce or other people who might be affected by your work activities. It is in effect risk management.

As an integral part of the Schools Health and Safety Management System, risk assessments will control the risks in the School and the workplace by considering what might cause harm to staff, pupils and others and deciding whether reasonable steps are being taken to prevent that harm.

This is achieved by suitable and sufficient risk assessment that clearly identifies potential hazards and decides the controls necessary to eliminate or reduce the level of risk, in accordance with the Management of Health and Safety Regulations 1999.

Ridgeway Site

Risk assessment covers areas that present significant risk and shall include, but is not limited to:

- Premises – Hospital, School and public use;
- Site security
- Plant, equipment and facilities;
- Transport including road safety and minibuses and traffic flow and management;
- Fire and emergency;
- Hazardous chemicals, flammables and radioactive materials;
- Legionella and Asbestos;
- Educational visits and trips

- Events;
- Welfare issues including safeguarding, first aid and supervision.

This policy and guidance is applicable to all staff. Risk assessments will also be undertaken in liaison with the hospital staff where appropriate.

Instruction and training in suitable and sufficient risk assessment is provided to those with responsibility for risk assessment. Risk assessments are regularly reviewed to evaluate and monitor their effectiveness.

Orange Tree Site

Risk assessment covers areas that present significant risk and shall include, but is not limited to:

- Fire and emergency;
- Hazardous chemicals
- Legionella and Asbestos;
- Educational visits and trips
- Events;
- Welfare issues including safeguarding, first aid and supervision.
- Risk assessments for external venues
- Pupils' individual risk assessments
- School transport and student collection
- Home visits (welfare visits, education and therapy)
- Specific trip risk assessments and activities
- Work experience placements
- Specific curriculum areas, such as cooking and activities.
- Individual Staff if needed
- Whole school risk assessment for students 11-19

Objectives

This policy & guidance has the following key objectives:

- To ensure that suitable and sufficient risk assessments are carried out for School departments, tasks, activities, trips and educational visits where there is likely to be significant risk. For Ridgeway Site, this includes school employees accessing, transiting and working within the EM Ridgeway hospital building and on the ward.

- To ensure that identified control measures are implemented to control foreseeable risks so far as is reasonably practicable;
- To ensure that those affected by School activities have received suitable information and instruction on the hazards present and how to control them – what to do;
- To ensure that School risk assessments are recorded and reviewed when appropriate.

2.0 Definitions

Ridgeway Site:

For the purposes of this policy the following definitions apply:

- **Competent:** Being able to perform a task and meet recognised good practice standards. It is based on the consistent application of supporting technical knowledge, experience and skill.
- **Control Measures:** Physical measures and procedures put in place to eliminate or mitigate the risk to an acceptably low level.
- **Hazard:** A hazard is anything that has the potential to cause harm.
- **Hazard Identification:** The process of recognising that a hazard exists and defining its characteristics.
- **Reasonably Practicable:** Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, we do not need to take action if it would be grossly disproportionate to the level of risk.
- **Risk:** An evaluation of the likelihood of the hazard causing harm. The level of risk depends on the likelihood or frequency of the harm occurring, the severity of the harm or injury and the number of people exposed.
- **Risk Assessment:** A simple and careful examination of what, at work, could cause harm to people, so that we can decide whether we have taken enough precautions or should do more to prevent harm occurring.

Orange Tree Site:

The following terminologies may be used in our risk assessments:

Risk assessment	
Risk Assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Risk	Something with the potential to cause harm to people, such as physical injuries, emotional distress, online safety, chemicals or working from height
How likely	The likelihood of the risks occurring
Severity	The seriousness of the risks
Possible Outcomes	Possible outcome of risk of not identified and preventative measures put in place
Risk Management Plan	
Preventative measures	Measures taken to prevent identified harm
Reactive Measures	Additional measures needed after incident to prevent repeat or further risk/escalation of risk

3.0 Steps to Risk Assess

When risk assessing, we apply a common-sense approach, meaning staff do not list every possible danger, but those that are significant or likely. Reasonable preventative measures are put in place to keep everyone safe. Each risk assessment has its reviewing period. We follow the steps below when creating / reviewing risk assessments:

Step 1: Identify risks – consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors.

Step 2: Decide who may be harmed and how – for each hazard, establish who might be harmed. This will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEND) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: Evaluate the overall risk factors and decide on reasonable preventative measures

Step 4: Implement and review the assessments – Risk assessments must be shared and saved on the shared drive. If updated, they must be reshared. We will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes, new information or updates?
- Are there improvements that still need to be made or can now be made?
- Has a new potential risk been identified?
- Have we learnt anything from accidents or near misses?

3.1 Risk assessments for each site including their rooms (updated yearly and when necessary)

3.2 Risk assessments for external venues

Orange Tree

There are certain external venues Orange Tree Site access regularly, including but not limited to local leisure centres, outdoor space such as the local green space, tennis courts, and stables. Orange Tree school, will, where possible, start by ascertaining such venues' own risk assessment and use them as a starting point. Where possible, further specific risks presented to our students due to their needs are added to the risk assessments.

We also risk assess transport arrangements, home visits and any external providers we work with.

3.3 Pupils' individual risk assessments (updated termly and when necessary)

All students at Orange Tree have their own individual risk assessment. They have an initial one completed prior to admission as part of the admissions process and then this is updated termly and as we know the child's needs. Individual Risk Assessment identify known risks, this information is obtained from pupil documents like the ECHP, information shared via the family at the parent interview and pupil observation. The individual risk assessments are saved on the S drive in individual student folders and any new or unknown triggers, behaviours and risks are added as necessary and then shared with staff. At a minimum, student risk assessments are reviewed termly.

The process of formulating students' risk assessments:

- Consider their EHCP needs
- Consider any medical needs
- Consider our in-depth understanding of students through daily conversations, interactions and observations
- Consider contextual needs following unprecedented circumstances
- Consider information given to use by parents or external professionals

- Age of students (consider if 18+)
- Review and update the risk assessments termly or following significant events that changes the risks

3.4 Regular trip risk assessment (updated when necessary) We ask all parents / carers to complete a consent form on behalf of their child to attend trips during the school day. We share the trips' information with the parents in advance. There is a separate trip policy that must be followed before trips can go ahead.

OTS-Ridgeway

The Lead Teacher and Teachers carry out, arrange and regularly update general risk assessments for their departments and/or areas of responsibility, with support and advice provided as necessary by Orange Tree's Health & Safety Advisor or by other internal or external specialists as necessary.

The Lead Teacher will ensure that risk assessors carry out suitable and sufficient risk assessments by ensuring that they:

- are competent to do so through suitable instruction and training;
- involve other workers in the process or activity being assessed;
- understand when specialist help and advice might be needed.

It is the responsibility of all staff to ensure they inform the Lead Teacher of situations where current control measures, procedures or work instructions are inadequate, supported by recommendations for remedial actions and improvements. All members of staff also have the responsibility to report any hazards, risks or defects as soon as they are detected. The Lead Teacher will then review findings and recommendations of risk assessment and develop action plans to implement necessary controls. Required actions, responsibilities and target completion dates are recorded on the risk assessment and updated when actions are completed to clearly identify the status of actions. There will also be liaison with the Hospital Manager to ensure their advice/input is taken into account where required. Risk assessments must be carried out by competent and responsible management in consultation with applicable staff and advice and guidance will be sought by Orange Tree's Health and Safety advisor where required. The Lead Teacher will keep the headteacher fully informed of any concerns that have been identified.

Risk assessments show that:

- a proper hazard identification check was made;
- all people who might be affected were considered;
- all significant risks were assessed;

- existing control measures were identified and their effectiveness considered;
- the identified existing and required precautions and control measures are:
- appropriate to the level of risk; reasonable and practicable;
- considered in order of priority and consider the hierarchy of control measures.
- the remaining risk following the implementation of control measures is as low as is reasonably practicable.

The purpose of risk assessment is to promote the sensible management of workplace risk. Sensible risk management is all about:-

- Ensuring that students, employees and the public are properly protected;
- Providing overall benefit to by balancing benefits and risks, with a focus on reducing real risks – both those which frequently arise and those with serious consequences;
- Enabling innovation and learning - not stifling them;
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action;
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Risk assessment is not about:

- Creating a totally risk free society;
- Generating useless paperwork mountains;
- Scaring people by exaggerating or publicising trivial risks;
- Stopping important recreational and learning activities for individuals where the risks are managed;
- Reducing protection of people from risks that cause real harm and suffering.

4.0 Roles and responsibilities

The proprietor has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher and Lead Teacher Ridgeway.

The Headteacher has overall responsibility for risk assessments at Orange Tree School.

Orange Tree Site

The Business manager and all other SLT members at the Orange Tree Site are responsible for ensuring that all risk assessments are completed and reviewed, including students' individual risk assessments (Orange Tree). They will liaise closely with the Headteacher and site staff where necessary with any concerns raised to mitigate any risks as soon as they have been made aware.

OTS-Ridgeway Site

The Lead Teacher OTS-Ridgeway is responsible for ensuring all risk assessments at the hospital school site are complete and reviewed. The Lead Teacher will liaise closely with the Hospital Manager and Headteacher with any concerns raised to mitigate any risks as soon as they have been made aware with support and advice provided as necessary by Orange Tree's Health & Safety Advisor or by other internal or external specialists as necessary.

4.3 School staff and volunteers School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required.
- Familiarising themselves with risk assessments.
- Implementing control measures identified in risk assessments.
- Alerting the Headteacher or Lead Teacher to any risks they find which need assessing.

4.4 Pupils and parents

Orange Tree Site

Pupils and parents are responsible for following to and agreeing to the school's advice and risk management in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

OTS-Ridgeway

It is the responsibility of the young people attending, and the healthcare team supporting at Orange Tree School Ridgeway to adhere to any guidelines outlined within the policy.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work. This is the responsibility of the Headteacher and Lead Teacher at Ridgeway.

Monitoring arrangements Risk assessments are written as needed and reviewed by the Headteacher, Lead Teacher and SLT members.

REPORTING TO THE HEALTH & SAFETY EXECUTIVE (HSE)

Orange Tree school is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report certain accidents, injuries and fatalities involving pupils, staff and visitors. Further detail is available in our health and safety policy, and full details are available at <https://www.hse.gov.uk/riddor/>