



Risk Assessment – Local Health and Safety management arrangements

DATE CREATED	March 2022	DATE OF NEXT REVIEW	March 2024
		REVIEW DATES	March 2023
POLICY OWNER(S)	Head Teacher		
DESIGNATION	School		

Purpose of policy	The School local risk assessment policy and process has been developed in response to feedback from the 'no formal designation inspection of St. Elizabeth's School on 23rd November 2021
Intended audience	All School Staff
Links to other policies	

The School local risk assessment policy and process has been developed in response to feedback from the 'no formal designation inspection of St. Elizabeth's School on 23rd November 2021. The area for improvement identified:

The risk assessment policy is not specific to the school. This means that the approach for risk assessment for individual pupils at the school carries out is not reflected in the policy. Leaders should ensure that the policy matches the practice in this area.

<..\Leadership\Education Leadership\Ofsted School\10214535 St Elizabeth's School 117665 final.pdf>

Service area specific activities/tasks

1. St Elizabeth's Centre Health and Safety Manual (hereinafter referred to as 'the Manual'), complements and supports the objectives of St Elizabeth's Health and Safety policy, and is an integral part of our safety management system.

The Manual forms part of a suite of documents that provide information about the arrangements St Elizabeth's has in place to manage arrangements, Part 2 covers review and approval status, and in Part 3 you will find flow charts, protocols, templates and guidance notes, if, as and where applicable.

As well as the general arrangements that are in place to manage health and safety, local health and safety management arrangements, including operational policies (where appropriate), procedures and safe systems of work, are key to maintaining an effective and robust safety management system, and are requisite of all sections/building/units/locations. Heads of department and Safety Managers/Local Safety Managers must ensure that local health and safety management arrangements are in place/kept up to date and that staff working within areas of their responsibility, are made aware of the hazards, the risks that these hazards may present, and any measures in place, or required to control these risks.

As an employee, you have a legal duty to ensure your own safety and the safety of others, and you are required to read, remain familiar with and comply with St

Elizabeth's Health and Safety Policy, the contents of the Manual and any health and safety management arrangements relevant to the area(s) you have responsibility for, or that you work in, wherever they may be located i.e. local arrangements.

2. Service area specific tasks/activities

Where required for service area specific tasks/activities; operational policies, and/or procedures, and/or safe systems of work are developed, implemented and managed independently of this document. Non exhaustive examples being: lone working, management of medication (including in an emergency), infection control, bed rail safety, sharp instruments safety, personal safety and risk behaviour. Where required, operational policies, and/or procedures, and/or safe systems of work for service area specific tasks/activities, have been developed and implemented.

Staff have been made aware of, and have been instructed & trained on the service area specific operational policies, procedures and safe systems of work applicable to them.

St Elizabeth's School undertake the following, additional operational activities to manage risk assessments: -

1. Care plans

Individual CYP's have comprehensive care plans in place. These are reviewed and updated annually and where appropriate, more frequently depending on a range of circumstances, some examples maybe found below (note: this list is not exhaustive)

Health	- Improvement to health - Deterioration of health - Changes to health
Behaviour	- Improvement to behaviour - Deterioration of behaviour - Changes to behaviour

2. Risk assessments (individuals)

Individual CYP's have comprehensive risk assessments in place. These are reviewed and updated annually and where appropriate, more frequently depending on a range of circumstances, some examples maybe found below (note: this list is not exhaustive)

Health	- Improvement to health - Deterioration of health - Changes to health
Behaviour	- Improvement to behaviour - Deterioration of behaviour - Changes to behaviour

3. Risk Assessments – class base

- Risk assessments are developed at the beginning of the academic year for each class base.
- Content of the risk assessments are specific to the environment and related hazards.
- Where appropriate detail of individual CYP's are included and cross reference their care plan/risk assessment.
- Review and adjustments must be made to the risk assessments if there are any changes to the class environment and individuals.

4. Risk assessments – off site

- A risk assessment must be developed in advance of an offsite activity, for example, a visit to a WRL activity, trip to museum, local shop etc.
- Prior to arranging the off-site activity, the venue/site must be contacted and where appropriate visited to assess prior to planning the off-site activity.
- The risk assessment must include all details of the activity and take account of all potential hazards.
- Where available/appropriate, the venue's own risk assessment must be made available and be attached to the activity risk assessment.
- Upon completion of the off-site risk assessment, form Part B must also be completed.
- The risk assessment and Part B should be submitted 7 days prior to the activity.

Process

All risk assessments

1. Submitted to the Head Teacher or in her absence the Deputy Head Teacher for full review.
 - a. If the risk assessment meets the expected standard and requires no adjustments, it will be authorised by the Head Teacher or Deputy Head Teacher.
 - b. Once signed the risk assessment will be coded using the risk assessment tracker spreadsheet.
 - c. The risk assessment spreadsheet will be completed for the specific risk assessment.
 - d. Once coded and the risk assessment tracker spreadsheet completed, the risk assessment authorised electronic copy must be saved in the H & S risk assessment folder.
 - e. Paper copy must be filed in Health and Safety folder, under risk assessments
 - f. Email confirmation will be sent by the Head Teacher or Deputy Head Teacher to the risk assessment writer/lead confirming final copy and required communication with all staff who are involved in following/adhering to the risk assessment.

Off-site Risk Assessments

1. Submitted to the Head Teacher or in her absence the Deputy Head Teacher for full review.
 - a. Additionally, Part B authorisation will be signed and coded by Head Teacher or Deputy Head Teacher.
 - b. If the risk assessment meets the expected standard and requires no adjustments, it will be authorised by the Principal or Assistant Head of School.
 - c. Once signed the risk assessment will be coded using the risk assessment tracker spreadsheet.
 - d. The risk assessment spreadsheet will be completed for the specific risk assessment.
 - e. Once coded and the risk assessment tracker spreadsheet completed, the risk assessment authorised electronic copy must be saved in H & S risk assessment folder.
 - f. Paper copy must be filed in Health and safety folder under risk assessments.

Maintaining this policy

- Annual review of policy (local)
- Training
- Health and safety checks/audits
- External review of processes
- Health and safety quality cycle

Flowchart



