

Title	Risk Assessment Policy
Purpose	To explain procedures for the identification and management of risk for the Oakbridge community
Relevant to	Directors, Staff, students, parents, visitors
Responsible Officer	Provision Manager
Introduced	9/2018
Modification History	-
Related Policies	Health and Safety First Aid Safeguarding Critical Incident Plan
Date Due for Review	9/2021
Approved at General Meeting of Directors	tbc
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Risk Assessment Policy

The directors of Oakbridge Special Education are committed to promoting the safety and welfare of all members of the learning community. Their priority lies in ensuring that all operations within the provision environment, both educational and support, are delivered in a safe manner that complies fully with the law and with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for students to be educated to cope safely with risk.

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 organisation) 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 likelihood of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling student rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated regularly, and following any reported accident or incident by responsible members of staff.

What areas require risk assessments?

There are numerous activities carried out at the provision, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Educational Visits
- Fire Safety
- Health and Safety

Risk assessments are also needed for many other areas, including:

- General classroom activities
- Food preparation
- Sport and leisure activities
- Work experience

The provision makes use of commercially offered model and generic risk assessments for educational activities and visits that are adapted to its operational context.

Risk assessments will be made available to all staff through the SharePoint Health and Safety Site.

Pastoral

The focus of our pastoral care is to ensure that each student becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our programmes are directed towards promoting an increasing understanding of the risks that exist in reality and online, and of sensible precautions that should be taken.

Medical and First Aid

Student and Staff First Aid reports are made through the SharePoint system. Either the injured person, witness or First Aider should ensure that a report is completed for each incident and forwarded to the Provision Manager. Serious accidents or incidents should be reported online to the Health and Safety Executive by the Provision Manager.

Safeguarding

Our Safeguarding Policy and training for all staff form the core of our vulnerable adult protection risk management. Safe recruitment policies and procedures ensure that the provision is not exposed to the risk of employing staff who are barred from

working with children or vulnerable adults, or who are not allowed to work in the UK. By extending this regime to directors and volunteers, and by ensuring that everyone in our community receives regular safeguarding training, we manage this risk to an acceptable level.

Support Areas

Caretaking and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment. External Contractors are required to ensure safe working practices including the use of appropriate Personal Protective Equipment (PPE).

Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices. External Contractors are required to ensure safe working practices including the use of appropriate Personal Protective Equipment (PPE).

Administrative Staff

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

The provision principally uses commercially available model risk assessment adapted to our specific context and when more appropriate, those recommended by Barnet Local Authority.

The provision's policy is not to carry out any high-risk activity. Activities involving students are normally low risk. Some medium risk outward-bound type activities may be undertaken, for example on educational visits. Oakbridge uses only specialist/qualified instructors provided by the centres/schemes for these activities. We always employ specialists to run higher-risk tasks. Oakbridge staff may carry out medium rated activities only if they have been specifically trained for the activity. In the event that external specialists will be working with students without provision staff present they are required to have appropriate DBS checks.

Students are always:

- given a safety briefing before participating in medium/higher risk activities.
- expected to wear personal protective equipment provided and assessed as required for the activity.
- expected to follow instructions.

All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We will always employ specialists to carry out specialist high-risk assessments. Specialists will carry out risk assessments concerning the following when this is the responsibility of Oakbridge Special Education rather than the Landlord (Barnet Scouts):

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

Review of Risk Assessments

All risk assessments are regularly reviewed. Risk assessments are in place for all areas. The provision maintains digital copies of completed risk assessments that are available for reference by staff on our SharePoint intranet site.

Responsibilities of All Staff

All members of staff are given an induction into health and safety arrangements including risk assessments, and records will be kept of all induction training. Specialist training is given to those whose work requires it. All staff are responsible for taking reasonable care of their own safety, together with that of students and

visitors. They are responsible for cooperating with the Provision Manager, directors, and members of Barnet Special Education Trust central teams in order to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Provision Manager.

Accident Reporting

Serious accidents or incidents should be reported online to the London Borough of Barnet's Safety, Health and Wellbeing team whose expert advice the Academy Trust continues to purchase. This will be undertaken by the Provision manager

In accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a student, member of staff, parent, visitor or contractor must be recorded and reported to HSE. All notifiable accidents and near misses will be reviewed by the provision leadership reporting to the board of directors, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Statements

Directors will ensure regular reviews of the provision's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the provision is exposed. Health & Safety is a standard agenda item at board meetings.

Directors will ensure that systems are in place to mitigate exposure to major risks as summarised below:

- Strategic risks
- Loss of income
- Damage to reputation
- Safeguarding & Child Protection issues
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major Health and Safety issues
- Possible data loss
- Risks of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments

The measures taken to protect the provision against such risks, include:

- Safe recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and directors
- Insurance
- Strong financial controls and procedures that are regularly reviewed
- Use of professional advice from lawyers, accountants, architects, as needed
- Formal review of compliance with the company's charitable objectives via annual audit
- Responsible Officer and annual audit of the financial records
- Review and maintenance of a risk register

Monitoring

This policy will be reviewed by the Provision Manager every 3 years.

Following every review, the policy will be approved by the Board of Directors.