



.....

# RISK

## ASSESSMENT POLICY

.....

This policy will be kept up to date and will be reviewed once per year as part of the company's Quality Assurance arrangements.

**Review Period**  
1 Year

**Approved by**  
Directors/Governors

**Review Carried Out By**  
Quality Team

**Date of Approval**  
August 2019

## **Risk Assessment Policy**

### **1: Introduction**

The purpose of this policy is to enable Orion to meet its duty of care to safeguard students, staff and visitors by managing the level of risk in all school and business activities as far as is reasonably practicable. Orion must take a pro-active approach to managing risk and reduce the likelihood that students (and others) could be harmed.

This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments and meets The Management of Health and Safety at Work Regulations 1999 and The Independent School Regulatory requirements which demand that Orion has a duty of care to carry out risk assessments and that the welfare of students is safeguarded by the drawing up and implementation of an effective risk assessment policy and appropriate action plan to reduce risk.

### **2: Risk Assessment**

The purpose of a risk assessment is to identify hazards and evaluate associated risks.

- A hazard is anything with the potential to cause harm
- A risk is the evaluation of the probability (or likelihood) of the hazard (harm) occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. accident, injury, loss of life, destruction of property).

Risk assessment is a logical process that can be broken down into 5 steps:

- Step 1: Identify the hazard
- Step 2: Decide who or what might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record significant findings and implement them
- Step 5: Review the assessment and update if necessary

When conducting a risk assessment, a team approach will to be adopted wherever possible to involve staff members who have practical experience and often the best awareness and understanding of the hazards involved in their area of work or work activity.

Following an assessment of risk, risk control measures, actions and procedures will be put in place to minimise the consequences of risk.

All risk assessments once completed will be fed into the overall school health and safety action plan and communicated.

### **3: Risk Areas**

Orion will conduct risk assessments for the following areas:

- Safeguarding (including Prevent)
- Student Welfare (including behaviour, bullying, medical needs, SEND)
- Health and Safety (including premises, tools equipment and teaching resources)
- Fire Safety
- School Trips and Events
- Motor Vehicle/Technical Safety (including workshop areas tools and equipment)
- Staff Recruitment

### **4: Responsibilities**

It is Orion's responsibility through its management to ensure risk assessments are completed and implemented. The work to meet this responsibility is delegated to key staff members within the school, namely the Head of School and the Health and Safety Manager.

All staff however are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments), school leadership and Governing body members.

### **5: Training**

Orion will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.

All new members of staff will be given an introduction into Orion's arrangements for risk assessments and health and safety. Specialist training will be given to those whose work requires it.

### **6: General Arrangements**

A team approach will be used to conduct risk assessments with the Health and Safety Manager providing advice and support. Different departments, work activities and work areas will have specific hazards that need to be assessed e.g. Human Resources, technical activities in practical or workshop areas and will require the expertise of competent staff within these areas to support.

Teams will be allocated specific work areas or work activities to risk assess using a generic risk assessment document. All responses will be collated by the Health and Safety Manager and fed into the school wide health and safety action plan to be communicated and action assigned to appropriate individuals.

## **6: Key Risk Assessment Areas**

In addition to the general health and safety and fire risk assessment, Orion will conduct the following assessments to manage risk in key areas:

### *Admission and Pastoral Risk Assessments*

All students will be risk assessed upon admission to Orion. The assessment will identify safeguarding risks, special educational needs and disabilities, emotional, social and mental health needs.

Risks will be recorded within the relevant students personal file and will be shared, where needed to protect individuals.

### *Classroom and Office Areas*

In line with HSE guidance, Orion will use a generic Health and Safety Checklist for classroom use. The checklist will be completed annually, and all responses will be collated and fed into the general health and safety action plan.

### *Educational Trips*

Orion has a separate policy for educational trips involving students which covers routine trips, major trips, travel by public transport or taxi. An appropriate trip risk assessment will be completed before any student participates in a school trip.

### *Recruitment*

Orion's Safer Recruitment Policy requires a risk assessment to be completed when a member of staff is appointed prior to all DBS and vetting checks are in place. Members of staff will not be permitted to start work until all the required vetting checks are made. A member of staff may be permitted to start work prior to receipt of an enhanced DBS check, provided:

- Their enhanced application has been completed and dispatched to the DBS
- A separate check has been completed against the barred List, before they start work
- All other recruitment checks have been completed including two references
- The member of staff is supervised at all times
- A risk assessment has been signed of by the Head of School

## **7: Communication**

Relevant information identified in the risk assessment regarding hazards, their associated risk and the appropriate control measures will be effectively communicated and be readily accessible to, members of staff and others as appropriate.

## **8: Monitoring**

Management and appropriate persons will monitor the effectiveness of the control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks will be made to ensure agreed control measures and safe systems of work are being followed correctly.

## **9: Record Keeping**

Risk assessments and associated documents will be kept in Orion's Health and Safety File and will be monitored and updated on a regular basis.

## **10: Policy Review**

This policy will be reviewed annually or at an earlier date if changes are required due to changes in Orion's risk assessment process or legislation and or guidance.