



TotalTuition



ROSEWOOD
INDEPENDENT SCHOOL

*Rosewood Independent School is a trading name of Total Tuition Limited.
This document covers Total Tuition Alternative Provision and Rosewood Independent School.*

Risk Assessment Policy

Introduction And Objectives

1.1 The purpose of this policy is to enable the School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

1.2 This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'. The Independent School Regulatory requirements demand that the School ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

1.3 The School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.

The purpose of risk assessment

2.1 Risk assessments focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally, or more formally by providing a copy of the risk assessment and discussing the findings during a staff meeting.

2.2 The range of risk assessments used across the school will create a risk profile; covering the nature and level of the risks faced, the likelihood of adverse effects occurring, associated costs and effectiveness of current controls.

What is a risk assessment?

3.1 A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, particularly in the School's case to staff and pupils that could result from a business activity or situation and to identify action needed to reduce the level of risk.

- A hazard is anything with the potential to cause harm e.g. chemicals, electricity, working from ladders.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

3.2 A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable.

3.3 Risk control measures are the measures, actions, and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. substituting harmful chemicals, staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

3.4 Risk assessments are used to identify the potential hazards to people from the School's activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports,

boarding, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste) risks.

Responsibilities For Risk Assessments

4.1 The School's responsibility

- It is the School's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely the Headteacher/SENDCO and other designated staff with Risk Assessments detailed on their job description.

The Headteacher monitors and evaluates risk assessments, and reports on risk assessment to SLT.

- Rosewood Independent School will utilise risk assessments at all levels to manage risk , including risks in centre, regarding behaviour, and external visits.

- Rosewood Independent School 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.

Key staff will be given the responsibility for completing risk assessments, and they will also undertake the online training or obtain the required knowledge and skills via other training methods.