



St Anne's School and Sixth Form College

Risk Assessment Policy

This policy was adopted in October 2014, and updated Autumn 2018

1. INTRODUCTION

We aim at St. Anne's to provide a safe, secure and comfortable learning and working environment for pupils, staff and visitors. We always strive to provide pupils with a rich and challenging curriculum where calculated risks are taken, in order for pupils to achieve their full potential. We recognise that risks are present in all aspects of our work, and have systems in place to ensure that risks are minimised.

2. FUNDAMENTAL PRINCIPLES

All staff are made aware of this procedure through induction and staff training. Staff can request a copy from the school office, or read it on the schools' website.

Pupils:

All pupils at St. Anne's require a high level of supervision to ensure their safety, however some pupils have additional supervision needs.

An individual risk assessment using a RAG (red, amber, green) scoring system will be completed for each pupil; if specific areas are identified eg. behaviour issues or moving and handling, further paperwork will be required for the young person.

All staff working with young people at the school and residence should be aware of the information. It is the responsibility of the staff to highlight any additional risks changes required.

These will be updated at the start of the autumn term, and as required across the year.

Activities:

On school planning sheets there is a section on risk assessment. Staff should identify any risks in the planned activity and cross reference to other information where appropriate eg. a pupils DeP (de-escalation plan), medical needs etc

Offsite activities require approval from the SLT (Senior Leadership Team) via the online EVOLVE system through the local authority. Staff are issued with secure passwords and login details. Pupil and staff information are required within the form and additional information can be uploaded to the form.

In house activities for residence are assessed using a RAG (red, amber, green) scoring, paper copies of the risk assessments can be found in the main office.

Equipment:

Risk assessments for specific pieces of equipment are documented. In residence a RAG (red, amber, green) scoring is used. It is the responsibility of all staff to bring to the attention of the SLT and or site manager any piece of equipment that they feel poses a risk.

3. MONITORING AND EVALUATING

At department meetings in school and residence, staff should raise any risk and health and safety matters that require clarification or follow up action. These will be reviewed by the SLT.

Pupil risk assessment information will be reviewed at least on an annual basis by class teachers and child care officers.

By following the procedures above, we will ensure that risks are minimised for everyone at St. Anne's.