



# Oakwood Community School

## Risk Assessment Policy

Written and reviewed by	Warren Drury	Date	30/11/2021
Headteacher review	Kate Stevens	Date	
Proprietary board review		Date	
Next Review	30/11/2022		

## **Introduction**

All staff members working with vulnerable young people need to be skilled in writing, managing and following clear risk assessments. Risk is an inherent part of life, but risk assessment and management help staff members to control and reduce the negative effects of risk. Whilst it is impossible to prevent and remove all risk of accidents happening, it is possible to significantly reduce the likelihood of accident and incidents happening by thoroughly preparing and planning strategically and proactively.

## **Purpose of Risk Assessment**

Risk assessments are put in place for the protection of children and staff members. Risk assessments allow the adults to consider potential dangers and to be proactive in taking steps to avoid them. Writing up risk assessments encourages staff members to share information which will be used to plan and avoid risk. Risk assessments are updated weekly and/or with each new behaviour incident presented. Risk assessments provide a valuable opportunity for staff members to engage in dialogue with young people about their own risks displayed.

## **Type of Risk Assessment**

Oakwood Community School need to consider risk assessments for:

- The building and surrounding environment
- Specific classrooms
- Travel arrangements
- Medical/First Aid
- Offsite visits
- Terror Attack/Critical incidents
- Individual pupil behaviours.

All of the above risk assessments (excluding individual pupil risk assessments) are completed on the 'SchoolRiskAssessments.com' format. Risks are then colour coded giving a RAG rating of risk. Pupil risk assessments are completed on a separate format, as shown at the end of this policy.

## **Writing Risk Assessments:**

All staff members will be involved in writing pupil risk assessments, as well as keeping them updated after any incident. These must then be submitted weekly to the Senior leadership team, who oversee risk assessments throughout the school.

The SLT then meets weekly with the Headteacher to check risk assessments and sign off, the Headteacher then gives feedback to the Chair of the Proprietary board.

All risk assessments are filed and shared with relevant personnel. If it is a generic risk assessment relating to the site or surrounding area, travel arrangements, first aid or offsite visits these are stored centrally.

Individual pupil risk assessments are stored electronically and are also available in classrooms. There is also a copy of individual risk assessments in the main risk assessment file.

### **Monitoring and Review:**

All staff members are responsible for the monitoring and review of risk assessments in relation to changing circumstances and behaviours. Individual pupil risk assessments are dynamic and need to be reviewed at least weekly in order to bring additional information to the management of risk. All other risk assessments are reviewed termly, with any updates shared with staff during inset or CPD sessions.

### **Example of Individual Pupil Risk Assessment**