



Oakwood Community School

Risk Assessment Policy

Written and reviewed by	Sam Bruce	Date	21/09/2023
Headteacher review	Kate Stevens	Date	20/10/2023
Proprietary board review	Mandy Cheriton-Metcalf	Date	15/01/24
Next Review	January 2025		

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 the above risk assessments (excluding individual pupil risk assessments) are completed in a standard risk assessment format. Pupil risk assessments are completed in a separate format, included 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 are updated half-termly, following new behaviour or increase in risk. The DSL audits the risk assessments half termly.

All risk assessments are filed and accessible to all staff. 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 by class teachers and are available on the teacher drive.

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 fortnightly 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.