Royal School for the Deaf Derby

Risk Management for staff, pupils and visitors Policy and Procedures

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Date of last review:	Feb 2018	Date of next review:	Feb 2021

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented

Signed		Designation	Chair of Governors
Name	Janet Hall	Date	

Introduction

Royal School for the Deaf Derby is fully committed to promoting the safety and welfare of all in our community. Its highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but also with best practice.

Risk Management is the process by which risks are identified, assessed, prioritised, managed and monitored. It is not about eliminating risk but about understanding it and managing it more effectively. It is about promoting a culture of risk awareness. Our pupils are educated in how to cope safely with risk and this is a part of the school's system. This Policy explains the school's approach to Risk Management, outlines key aspects of the process and identifies the main reporting procedures. The Policy is reviewed annually by the Governors' Resources Committee.

Definitions

- Hazard is the potential to cause harm that is inherent in an article, substance or activity.
- Risk is the likelihood that the hazard will cause harm in the actual circumstances of use
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Duties of RSDD

- To provide a safe, secure and healthy working and learning environment for staff, pupils and visitors.
- The Governing Body has a responsibility to take practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- The prevention of incidents, accidents, injury, loss, or other harm is essential to the efficient operation of the school, the well-being of the staff and is part of the good education of its pupils.
- The school through the Governing Body, and the Headteacher, will take reasonable steps to identify hazards and reduce the risks that arise from them.
- The Governing Body will seek to promote the appreciation by all staff, pupils and visitors that their own safety and that of others depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- The Governing Body will ensure that systems and procedures are in place whereby identified hazards are promptly reported to those responsible for controlling them.
- The Governors will be kept informed of all developments relating to matters covered by this policy by the Headteacher, and the Chair of Governors will include such matters on the agenda for full Governing Body Meetings.
- Staff will be aware of the school's Health and Safety Policy and Procedures
- There is a governor for safeguarding and a governor for health & safety to assist the Chair of Governors in meeting the duties of the Governing Body
- The governors will annually assess the effectiveness of this policy, and monitor and evaluate the Headteacher's performance on health and safety matters
- All staff have a responsibility to:
  - take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
  - take reasonable care that their acts or omissions at work do not lead to any other unnecessary risk of harm
  - follow agreed working practices and procedures
  - report any accident, near miss, incidents of violence, including verbal abuse, event causing harm or any hazard
  - ensure any equipment is not misused or interfered with.

Legislation

Risk assessments have been implicit under the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation and codes of practice for our workplace such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act.

The Management of Health & Safety at Work Regulations require a risk assessment to be carried out by employers to assess the risk to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment including any group of employees as being especially at risk.

Where an assessment is made under other regulations such as the COSHH Regulations this will meet the requirements of the assessment required by the Management of Health & Safety at Work Regulations.

Requirements of Risk Assessments

Risk assessments should identify the significant risks arising out of work or an activity.

The level of detail in a risk assessment should be broadly proportionate to the risk, with the risk assessment undertaking the following:
- Ensuring that all relevant risks or hazards are addressed
- Addressing what actually happens during activities
- Ensuring that all groups of employees and others who might be affected are considered
- Identifying groups of workers who might be particularly at risk e.g. young or inexperienced workers and disabled staff
- Taking account of existing preventative or precautionary measures
- Risk assessments should be personalised to individual pupils when accessing activities
- Individual pupil risk assessments will take into account individual needs of pupils

Undertaking Risk Assessments

The Hazard Effect must first be identified

a) Likelihood of Risk	b) Severity of Risk	c) Risk Rating (a x b = c)
1 = Low (low or minimal risk)	1 = Slight (minor injury)	1-2 = Minor = No action required
2 = Moderate (small change = accident)	2= Moderate (injury or disease)	3-4 = Medium = May require control measures
3 = High (100% certain to occur)	3 = High (death or serious injury)	6-9 = High = Must Implement control measures

On determining the hazard effect and probability, the risk level may be determined by cross referencing the hazard effect and probability on the following hazard and probability rating:
- **Low** - No further preventative action is necessary but consideration should be given to further solutions and awareness
- **Medium** - Efforts should be made to reduce the risk but the cost of prevention should be carefully measured and limited. Risk reduction measures being influenced by the number of persons exposed to the hazard.
- **High** – activity should not be commenced until the risk has been reduced to an acceptable level. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress the problem should normally be remedied as soon as possible, taking into account the number exposed to the hazard.

Crisis Management

The Headteacher will ensure that an emergency plan is prepared to cover major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.

This sequence will determine the priorities of the emergency plan.
The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils.

Review

Having undertaken a risk assessment, unless the risk is trivial or low, it is recorded in one of the following ways:

- On a School Risk Assessment Form
- On a specific health & safety risk assessment record from e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment
- Any other appropriate and approved record
- The risk assessment should be signed and dated by the person completing the form.
- The findings of the risk assessment should be made known to all staff and students affected by the activity assessed.
- All pupils will have an individual risk assessment

A copy of all completed risk assessments is kept within the staff share on the main school server, and their location made known to all staff.

All risk assessments are reviewed annually or at regular intervals dependent on the level of risk of the activity. Review will also take place immediately following an accident or when new activities are introduced.

The review is signed and dated by the person completing the form.

Links to other policies and procedures
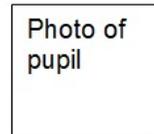- Health and Safety
- Crisis Management Policy

Appendix one
Pupil Risk Assessment Record Template

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Risk Assessment Record

Photo of pupil

Name		School Year	
Date of Birth		Local Authority	

a) Likelihood of Risk	b) Severity of Risk	c) Risk Rating (a x b = c)
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Risk	Possible Outcomes	a	b	c	Comments/Further Measures	Individual measures	Risk after further measures
Total				67/8= 8.75 •			33/8 = 3.85

After control measures, Name risk assessment is medium mainly due to his age, vulnerability and understanding he needs close supervision and guidance to control his behaviour. Staff are working closely with family and professionals to best support Name
Control measures to continue and will be monitored

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Appendix two
Personal Evacuation Plan

Name of pupil	
Nature of Disability in addition to deafness	

Consider each Hazard in turn.
- If the hazard does not present a difficulty for the person tick (√) NO RISK and move to the next Hazard section.
- If the Hazard will affect the disabled person indicate your assessment of the risk to the as either high, medium or low by ticking the relevant box.
- Give details of the risk at the end of each Hazard section.

ACCESS & EGRESS

Consider the following and indicate the risk level	No Risk	Low	Med	High
A. Does current access/egress to the buildings present a problem for the individual?				
B. Does inclement weather make access and aggress more difficult for the individual?				
C. Is access and egress at night difficult for the individual?				
D. Does the layout within the building present a mobility problem for the individual?				
E. Does the layout of the furniture pose any difficulty for the individual?				
F. Does the route between buildings pose any difficulty for the individual?				
Details of any risks:				
None				

ENVIRONMENT e.g. lighting, flooring, space, noise

Consider the following and indicate the risk level	No Risk	Low	Med	High
A. Could the normal environment trigger the individual's disability?				
B. Could the individual's behaviour trigger the disability?				

	No Risk	Low	Med	High
C. Will the size/design of the existing furniture present a problem for the individual?				
D. Does the layout of existing furniture present a problem for the individual?				
E. Do written instructions present a problem for the individual?				
Details of any risks:				

EMERGENCY SITUATIONS e.g. fire alarm, mains failure

Consider the following and indicate the risk level	No Risk	Low	Med	High
A. Will emergency evacuation present a problem for the individual?				
B. The individual will have any difficulty leaving the building unassisted?				
C. Will the individual have difficulty in the event of a power failure?				
D. Will the individual have difficulty raising an alarm?				
E. Will the individual have difficulty with audible alarms?				
Details of any risks:				

LONE & ISOLATED SITUATIONS

Consider the following and indicate the risk level	No Risk	Low	Med	High
Is the individual more at risk when alone or in isolations?				
Will an emergency situation when isolated from others present a problem for the individual?				
Details of any risks:				

Further recommendations/comments:
The school site and buildings are fully adapted for deafness and have their boundaries clearly marked for some sight issues

Risk assessment to be reviewed annually and on change of medical condition whichever comes first.

Assessor's Name		**Date**		**Signature**	

Reviewed by		**Date**		**Signature**	