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| Highgate Hill House School  |
| Risk Assessment Policy |
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This policy was adopted by the Proprietor on 01/04/2017

Reviewed April 2020

Next review date: April 2021

**Risk Assessment Policy Statement**

This policy aims to ensure that all stakeholders (including staff, parents/carers and placing authorities) are clear about the school’s procedures and when a risk assessment is required.

The policy also aims to ensure that the Head teacher and all staff are clear about where the responsibility for risk assessment lies.

 Robust risk assessments which are regularly reviewed ensure risks are anticipated and steps taken to eliminate or minimise those risks.

 Not all risks can be anticipated and prevented – accidents can and may happen at any time. It is vital that all staff are vigilant and aware of their surroundings, pupils and other adults and feel empowered to take early preventative action if they see a problem arising

**Responsibilities**

Health and Safety is everybody’s responsibility – all staff at all times prioritise their own safety and well-being and that of the students

**RISK ASSESSMENT PROCEDURE**

HHHS believes that sound risk assessment is a tool for inclusion and allows our pupils to access a rich and creative curriculum both on and off the school premises. Risk assessment is based on the five principles of risk assessment recommended by the HSE

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions

Step 4 Record findings and implement them

Step 5 Review assessment and update if necessary

HHHS has a range of risk assessment pro-formas which can be used for different situations.

**RISK ASSESSMENTS AT HHHS**

1. PUPILS

 All pupils will have a baseline risk assessment carried out on entry using information gleaned from previous settings/paperwork and information provided by parents/carers, other agencies working with the pupil and the pupil themselves. The class teacher is responsible for completing this. A member of SLT will then sign to say they agree.

 The initial risk assessment will be reviewed after 2 weeks and each term afterwards

 Risk Assessments will be shared with parents/carers and other agencies and will be stored in hard copy on the pupil file and electronically in the Staff Shared area for all to access. It is expected that all staff will ensure they are familiar with the procedures outlined in pupil risk assessments at all times.

 Pupil risk assessments will be reviewed and updated termly or after every serious incident or on the advice of parents/carers and/or other professionals. Pupils’ placements will be terminated if the risks posed become intolerable.

1. PREMISES

 The Proprietor is responsible for undertaking, reviewing and updating risk assessments for all the public areas in the school including the grounds.

 Teachers are responsible for risk assessing their classrooms

 Risk Assessments are living documents and will be reviewed and updated as required (especially in the light of pupil need)

 The Health and Safety Policy details the steps that will be taken to ensure that the premises remain safe at all times.

1. VISITS & OFF SITE ACTIVITIES

 When planning a visit, the responsible staff member will check and update as necessary any generic risk assessments held by the school (e.g. for minibus or public transport and for regularly used venues).

 Venues will be asked for their risk assessments which will be read and any additional hazards given the nature of our pupils considered.

 The school will undertake a risk assessment for any venue where an overnight stay is proposed or where the planned activity could be hazardous. (see Educational Visits Policy).

 The school has an appointed Educational Visits Co-ordinator, who is appropriately trained and has over-sight and responsibility for this process.