



- The School at Hackney City Farm -

Risk Assessment Policy

‘Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff and remember, risk assessment is just good planning – keep it fit for purpose and act on it.’

Sir Bill Callaghan, former Chairman, HSC

The School at Hackney City Farm is fully committed to promoting the safety and welfare of all in our community so that effective education can take place.

Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our students need to be educated into how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

A hazard is something with the potential to cause harm (e.g. fire).

A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk Control Measures or Safe Operating Systems 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).

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

A range of activities will be carried out at the School, each of which will require a separate risk assessment. The most important of these covers:

- Fire safety and procedures
- Educational visits and trips
- Site usage

- Student behaviour
- Curriculum activities such as PE and Sports

STUDENT BEHAVIOUR

In order for effective teaching and learning to take place, all members of the School need to feel safe. In order to ensure this, all students are risk assessed throughout their time at the School.

Risk assessments are completed by the School Manager in consultation with members of staff. The assessment includes a review of previous school records, liaison with other agencies involved and an in-depth interview with the young person. Staff are then advised of the assessment and given strategies to manage any potential risk.

If students have behaved in a high-risk way, part of the discussion with them about this behaviour is focused on what steps can be taken to reduce the risk they pose in future. Support is offered to address any individual needs which may contribute to high risk behaviours.

If a student's behaviour poses an unacceptable risk which cannot be mitigated, an alternative placement will be found. Our priority is the safety of our School and Farm community.

PASTORAL

The focus of our pastoral work is to ensure that every young person leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations.

Our PSHE programme, lunchtime discussions and one to one mentoring are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. This includes understanding the dangers of extremism and radicalisation.

UNSUPERVISED ACCESS BY STUDENTS

We ensure that students are supervised at all times during the day. This is particularly important in a farm environment where animals and tools can be dangerous.

CHILD PROTECTION AND PASTORAL CARE

Our Safeguarding Policy outlines the procedures in place to identify children and young people at risk beyond the environs of the School.

Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children and are not allowed to work in the UK. By extending this regime to the Governing Body, contract staff and volunteers, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

MEDICAL AND FIRST AID

Our Medical Needs Policy outlines the procedures for managing students' medication. The School Manager is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

There are a number of trained First Aiders in the School and the Farm. Their names are displayed in the classroom and the School Office.

UNSAFE AREAS

We ensure that students do not have access to potentially dangerous areas around the farm. They are always supervised, even during break and lunch times.

Where they are not fire escapes, doors to unsafe areas are kept locked at all times when not in use. All flammables are kept securely locked. Students do not have access to catering, maintenance and cleaning stores of the farm.

CONDUCTING A RISK ASSESSMENT

The School's policy is not to carry out any high-risk activity. Activities involving students are normally low risk. Students are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Procedure

- State the parameters of the activity
- Note the key safety measures in place for the activity
- Note which HAZARDS have been identified
- Evaluate whether this are LOW, MEDIUM or HIGH risk
- If there are any High-risk areas, the activity must not take place
- For other risks, identify the safe operating systems you will put in place
- Send to the School Manager or Farm Manager for review and authorisation:
- The activity may only take place once it has been authorised

SPECIALIST RISK ASSESSMENTS

The Farm Manager arranges for specialists to carry out the following risk assessments:

- Asbestos
- Gas safety
- Electrical safety

REVIEWS

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident.

RESPONSIBILITIES OF ALL STAFF

All members of staff are given an induction into the School's arrangements for risk assessments and health and safety.

Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the School and Farm Managers in order to enable the Governors to comply with their health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the School Manager.