



BRIGHT FUTURES SCHOOL PRACTICE AND POLICY FOR ELIMINATING RISK STAFF AND PUPILS

BASIC PRINCIPLES

- Health and Safety is everybody's responsibility – all staff at all times should prioritise their own safety and well-being as well as that of the pupils.
- 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.

AIMS OF POLICY

- This policy aims to ensure that all stakeholders (including staff, parents/carers and placing authorities) are clear about the school's procedures in minimising risk enabling all concerned access to a safe learning environment.
- The policy also aims to ensure that proprietors and staff are clear about where the responsibility for risk assessment lies.

RISK ASSESSMENT PROCEDURE

Bright Futures School believes that sound risk assessment is a tool for inclusion and allows our staff to deliver, and our young people to access, a rich and creative curriculum both on and off the school premises. The school has a range of policies and risk assessments appropriate to different activities and working areas. All available within the schools' Risk Assessment File which is updated at regular intervals and which is available to all staff and visitors to Bright Futures School.

ELIMINATING RISKS AT BRIGHT FUTURES SCHOOL

Risk assessment is a careful examination of what could cause harm to people so that decisions can be made about what is reasonably practicable to reduce or prevent harm.

- Think of possible hazards. A hazard is anything that has the potential to cause harm.
- Decide who might be affected and how.
- Evaluate the level of risk and consider preventative measures. Risk is the likelihood of a hazard causing harm.
- Discuss with all concerned as appropriate.
- Formulate into a written plan (Bright Futures School has its own R/A template.)
- Put measures into practice
- Review and revise as necessary.

All Staff should also be aware of the schools' Emergency Procedures in the event of an accident/incident.

1. GENERAL ACTIVITIES WHICH MAY POSE A RISK MAY INCLUDE

1.1 General manual handling tasks – there is no requirement for significant manual handling but all employees, especially any employee who is pregnant or prone to the type of injury that can be

caused by lifting, pulling or pushing should not do any manual handling tasks above or beyond what they would normally do in their home situation.

1.2 Staff exposed to violent behaviour or needing to restrain pupils. There has been no need for restraint in the five years since the school opened. Staff are not trained in restraint techniques and should always follow our policy of de-escalation in situations where conflict may arise. Where a situation is becoming un-manageable by staff and potentially dangerous to staff and other pupils, a member of the school management team should be called and in their absence the police should be called.

1.3 External risks are addressed through our policy that external doors are locked at all times to prevent access by unauthorised persons and to prevent pupils from leaving the building without supervision. In addition, windows have locks fitted to which staff have access to keys for unlocking when additional ventilation is required.

1.4 Use of computers – no risks unless use of computers or exposure to screens is identified as a health risk for a particular employee or pupil. In that event the use of computers and screen time will be agreed with the employee/pupil's parents.

1.5 Working alone – is covered by the school 'lone working' policy

1.6 Fire – A separate risk assessment covers fire risk. All Staff should also be aware of the school's evacuation procedures in the event of a fire. This is covered in staff induction and notices detailing procedures are posted in every room.

1.7 Electrical Equipment- All equipment is PAT tested each year by a certified electrician and this is covered in the schools' Fire Risk Assessment.

2. CURRICULUM BASED ACTIVITIES WHICH MAY POSE A RISK MAY INCLUDE

2.1 Cooking/ Food technology – identified risks are fire and allergic reaction. Fire is covered in our Fire Risk Assessment. Any allergies of staff or pupils who may suffer allergic reaction to food ingredients should be noted by school managers and shared with all staff. School managers and staff must ensure that pupils and staff are not exposed to sources of allergic reaction.

2.2 Science and workshop. No specific policy other than to require that staff ensure adequate ventilation together with appropriate eye protection, masks, gloves, etc. when undertaking scientific experiments or workshop activity. Use of hand tools, including electrically powered tools, is only permitted under the supervision of a member of the school staff.

2.3 Physical Education (indoor and outdoor). School practice is to ensure that any PE activity (e.g. cycling, walking, swimming) is within the ability of participating pupils and is conducted under the supervision of staff at all times. Pupils and staff are encouraged to wear appropriate clothing for the proposed activity. Staff who are not able to participate fully (e.g. those who are non-swimmers, non-cyclists or pregnant) are not required to participate in specific PE activity. This will be discussed on an individual basis.

3. SITE AND BUILDING ISSUES

3.1 Site specific features/hazards are external steps and internal stairs to the first floor and also slip hazards presented by outside path surfaces during wet weather and frozen surfaces. School policy is to ensure that these outdoor surfaces are regularly 'power hosed' and are treated with salt during frosty weather.

3.2 All classrooms and work areas are risk assessed at regular intervals to take account of potential hazards and appropriate safety measures put into practice.

3.3 All staff have a responsibility to bring to the attention of the School Proprietor, any damage or health and safety issues which arise in and around the school premises. The School Proprietor will take appropriate action to make safe the issue as soon as possible.

4. PUPILS

4.1 A detailed pupil profile is written by the Head of Development when a pupil is admitted to school and this is always shared with staff in advance of the pupils' arrival. This takes into account difficulties presented by the pupils' autism which may impact on curriculum expectations as well as health needs and any other information relevant to good management and elimination of risk specific to that pupil.

4.2 Current pupil issues are discussed at every staff meeting when necessary and information is shared to staff about pupils at the daily briefing each morning.

4.3 Parents are kept fully informed by phone or email of any serious difficulties experienced by pupils during the day and the pupils' home school book is completed by staff informing parents about the pupils' engagement and progress or problems in each session undertaken in the school day.

4.4 Pupils are supervised by staff at all times and vigilance is of utmost importance in order to minimise conflict and disagreements between pupils, and should these occur, staff will work with pupils using restorative strategies and mind-maps to resolve any difficulties and prevent further conflict.

4.5 Individual risk assessments are written for all pupils in order that control measures may be identified and implemented by staff in order to remove the hazard or reduce the risk to a pupil. School will always have due regard to a balance between the needs and entitlement of the pupil and any associated risks.

5. STAFF

5.1 All staff who are appointed to Bright Futures School have shown (at interview) that they have an understanding of the nature of the impact of autism on young people and the difficulties in communication and rigid thinking which impact on them. Staff are expected to show compassion, flexibility, commitment and creativity when working with pupils in order to develop and maintain good interaction and trusting relationships and therefore minimise the risk of a social communication breakdown. All staff undergo the DBS process and details are recorded on the staff single central register. All staff are made aware of safeguarding procedures in line with our safeguarding policy.

5.2 New staff undergo a supervised period of induction in order to familiarise themselves with the school building, routines and procedures, other staff and pupils.

5.3 All staff have termly supervisions with Management in which any difficulties they may be experiencing may be brought up and strategies suggested or deployed to help improve the situation.

5.4 All staff are given regular time on the timetable for planning as well as guiding and Management are available after school to support any member of staff who requires additional help.

5.5 Our staff absence policy requires that when a member of staff has been absent for more than 3 days, a return to work form must be completed by the staff member and a meeting held on return to discuss any issues which may have arisen in the absence of that member of staff. Should a member of staff disclose any ongoing medical condition which may impair their ability to carry out their role in school, this will be discussed further at the meeting and strategies/ concessions

deployed in order to facilitate the role without discomfort or unease and taking into consideration the needs of the school as well as the needs of the individual member of staff.

5.6 When a member of staff confirms (in writing) that she is pregnant, time will be set aside by management to assess any risks to the woman or her baby. Possible risks at BFS may include- movement and postures, manual handling, noise, infectious diseases, mental and physical fatigue, travelling, working alone, nutrition, stress and facilities for resting. Where there are identified risks, management will take steps as appropriate to remove or modify them in order for the employee to continue with her employment. There is no legal obligation for a separate risk assessment to be conducted.

5.7 All staff who go off site with pupils must complete or be aware of the appropriate risk assessment for that activity in order that control measures be put in place to minimise risk of harm or hazards. A risk assessment for specific centres should be obtained from the approved centre before the visit is made. All risk assessments are kept in the Risk Assessment file in the staff room.

5.8 All staff should be aware of the numerous policies and procedures which govern the school. Hard copies of these are kept in the Policy File in the staff room and staff may request an electronic copy of any policy by emailing the Head of Learning.

5. VISITORS TO SCHOOL

6.1 All visitors to the school are asked to provide ID wherever possible to ascertain their identity. Visitors will be asked to sign in on entry and out on leaving in the visitors' book and they will be issued with a visitors pass which should be carried on them whilst in school.

6.2 The school has ramps for disabled access into the building should this be required.

REMEMBER: Risk management is about taking practical steps to protect people from real harm and suffering.

Taking a sensible approach to risk management is about:

- ensuring that workers and the public are properly protected
- enabling innovation and learning not stifling them
- ensuring that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action
- providing overall benefit to society by balancing benefits and risks, with a focus on reducing significant risks - both those which arise more often and those with serious consequences
- enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

A J Hughes January 2016
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