



THE ARRETON & OAKFIELD
FEDERATION
WHOLE SCHOOL RISK
ASSESSMENT 2017 - 2018

Committee: CCP

Agenda reference: 14

Approved: 31.10.17

Date of review: October 2018

Staff/Pupil							
Hazards identified	Who is at risk?	Frequency: daily/ weekly/ Annually	Initial risk rating	Existing controls	Further measures to be taken	Residual risk rating	School specific actions (HOS please advise how these elements are reflected in your school)
<p>Demands at work, e.g.</p> <p>Workloads, Working patterns, Deadlines, Standards, Targets, SATS, Expectations, Work/life balance, Pupils with learning difficulties and behaviour problems.</p>	All staff	Variable	M	<ul style="list-style-type: none"> • School policies and safe working procedures. • Good communication and ability for staff to raise issues in one-to-one or group environments. • Agreement of workload/tasks for particular jobs. • Redistribution of workload/tasks where required. • Agreed working patterns. Agreement on expectations of off-site working including travelling/preparation time. • Clear job descriptions. • Adequate resources and support across the federation, including access to wellbeing officer. • School systems set up to address SEN pupils. • Behaviour Management Plans in place. • Adequate reporting of incidents to management and/or LA. • Participation in the decision-making processes. • Recognition of the need for work/life balance. Flexible working patterns introduced where possible. • Advice available from LA/partner agencies, SENCO, and LA Health & Safety team. • 24/7 access to EAP – Health Assured 	Identified on a case-by-case basis and individual and/or KS plans put in to action	M/L	

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<p>Control</p> <p>Ability for staff to feel in control of workloads or priorities.</p>	All staff	Variable	M/H	<ul style="list-style-type: none"> • Realistic deadlines/targets. • Staff participation in decision-making processes. • Two-way communication strategies. • Allocation of resources and support to assist staff to maintain control. • Work/life balance initiatives. • Provision of information and training. • School successes attributed to whole school approach. • School Improvement Plan will contribute to maintaining standards. • Monitoring regimes in place for pupil attainment, attendance etc. • 24/7 to EAP – Health Assured 	Identified on a case-by-case basis and individual and/or KS plans put in to action	M/L	
<p>Changes in school</p> <p>Leadership and staffing, New education initiatives, Restructuring, Re-allocation of tasks.</p>	All staff	Variable	M/L	<ul style="list-style-type: none"> • Communication about any developments/changes. • Staff consulted/involved in good time in the planning process before change. • Involvement of union bodies where applicable. • Staff development sessions where required. • The allocation of sufficient lead-in time and resources. • Measures to ensure that workloads do not increase because of change. 	Identified on a case-by-case basis and individual and/or KS plans put in to action	L	

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Relationships in school Violent or aggressive parents/members of the public.	All staff/ pupils	Variable	L	<ul style="list-style-type: none"> • Harassment and bullying policy and procedures. • Zero tolerance campaign for unacceptable behaviour. • Complaints procedure – treated seriously and acted on swiftly. • Single Equal Policy. • Better communication systems. • Safe working practices. • Ongoing cross agency meetings • Staff development and professional development opportunities. • Open discussion. • Good communication with staff. • Clear advice on changes. • Ability for staff to discuss and feedback concerns. • Systems in place for meeting parents and dealing with incidents in school. • Parents not seen without an appointment. • Meetings held in designated areas. • One-to-one meetings avoided. • Incidents reported to the LA. • Incidents taken seriously by Executive Head/Head of School and Governors. • Support for staff affected as required. 	Identified on a case-by-case basis and individual and/or KS plans put in to action	L	

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Role	All staff	Variable	M/L	<ul style="list-style-type: none"> • Clear, up-to-date job descriptions. • Analysis of job tasks and re-allocation of responsibilities. • Ensure that deadlines and targets set are achievable. • Improved consultation measures. • Measures to value the staff's contribution. 	Review of job descriptions as and when required Further discussion as part of performance management review processes	L	

Generic:							
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Slips, Trips, Falls	Staff, pupils, others	Variable	M/L	<ul style="list-style-type: none"> • Housekeeping standards maintained • All doors, drawer to be closed when not in use • Trailing cables away • Floors etc. cleaned regularly • Maintenance carried out where necessary • Stairs well lit 	Staff reminded to keep clear. Regular safety checks All staff reminded to remove hazards. Spillages removed straight away.	L	
Manual Handling	All staff and delivery people	variable	M/L	<ul style="list-style-type: none"> • Trolley available for heavy items • Caretaker asked to move heavy items • Lift available in main school 	Training review	L	

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Regular computer use	Staff/pupils	Annually	M/L	<ul style="list-style-type: none"> DSE - Self- assessments to be carried out on an annual basis Free eye test provision (staff) 	Ensure requisite equipment is available Check that pupils are using equipment in a suitable manner.	L	
Electrical	Staff/pupils	Ongoing	L	<ul style="list-style-type: none"> PAT testing schedule 	Check that appropriate PAT testing is compliant. Remove any items that may be dangerous	L	
Fire	Staff/ Pupils/ Visitors/ Governors	Weekly	M/L	<ul style="list-style-type: none"> Regular testing of fire alarms Regular inspection by contractors of fire extinguishers and alarms Training undertaken by members of staff Fire drills undertaken Fire exits marked Waste bins emptied daily Emergency Evacuation registers 	Regular reminders to staff. Development of Fire Check Plans	M/L	RB 31/10/17

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Detergents	Staff/ Pupils/ Visitors/ Governors	Daily/weekly	M/L	<ul style="list-style-type: none"> • COSHH regulations are adhered to. • No chemicals left out – locked in cleaners stores 	Regular reminders to cleaning contractors	M/L	
Hygiene & Welfare	Staff/ Pupils/ Visitors/ Governors	Daily	M/L	<ul style="list-style-type: none"> • Toilets have appropriate temperature water and soap. • Drinking water dispensers available. • Drinks available in staffroom. 	Ongoing monitoring of cleaning	M/L	
Environmental Factors	Staff/ Pupils/ Visitors/ Governors	Variable	M/L	<ul style="list-style-type: none"> • Temperatures to be kept at appropriate levels. • Fresh air available. 	Ongoing monitoring	L	