



Ethical School Solutions

Risk Assessment & Risk Management

The accurate identification of hazards and risk factors with the potential to cause harm is nothing to take lightly and the accuracy and strength of risk assessment and management procedures are essential.

Ethical School Solutions can support you to analyse, evaluate and respond effectively to risk and hazards enabling you to deliver safe and effective curriculum opportunities.

Advice & Guidance

- Statutory Policy, Practice and legislation and role of professional bodies.
- Developing and delivering effective risk assessments and incident plans
- Principles of effective risk assessment and risk management
- Bespoke support for EVC/Subject Leaders
- Reduce bureaucracy, enhance process, develop policy and ensure visit outcomes

Effective Practise

- How to identify, monitor and review risks and hazards in all curriculum activities
- How to identify and manage risks and hazards in working patterns, teaching processes, equipment and activities
- Monitoring and reviewing documentation and visits before, during and after.
- Support and training for specific visits and experiences

Audit & Action Planning

- Statutory risk assessment and risk management compliance health check
- Risk assessment audit, review and action planning
- Compliance around roles and responsibilities
- Benchmarking provision
- Monitoring, assessment and support of specific visit/learner needs.



Click here for complementary information sheet

Risk Assessment & Risk Management Support Sheet

The Health and Safety Executive's

Five steps to risk assessment

- 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 your findings and implement them.
- Step 5: Review your risk assessment and update if necessary.

The Health and Safety Executive (HSE) is clear that all potential risks should be assessed and managed. This will be for all visits, activities and procedures, anything, which could lead to new hazards. Additionally the HSE states: the assessment must be 'suitable and

Outdoor Education Advisors

www.outdooreducationadvisers.co.uk

The OEAP website is a great source of advice for any school that is planning a school visit. The website is full of advice and guidance to support schools

How Good is your provision?

Consider these 12 questions?

- Do you risk assess all school visits and experiences, local and further afield?
- Do you risk assess all curriculum activities or just those that pose a greater risk such as Physical Education or Outdoor Education?
- Do you have sufficient procedures in place in the event of an incident during a visit or activity not going to plan?
- Do you have sufficient procedure in place to check, audit, test, and review and enhance procedures, risk assessments, visits or experiences within and outside of your setting?
- Do you include school Governors in the planning and review of visits and experiences?
- Do you ensure that all your training is up to date, sufficient and suitable?
- Do you ensure that your staff are suitable and skilled to safely meet the requirements of the visit or experience?
- Do you know whether you staff accompanying the trip are all equally invested in the safe delivery of the trip and fully aware of their roles and responsibilities?
- Do you know if the visit meets curriculum requirements and learner needs?
- Do you prevent specific learners from joining trips due to the challenging nature of their needs?
- Do you risk assess more than risk manage or risk manage than you risk assess?
- Do you find the risk assessment process bureaucratic, time consuming, complicated and confusing?

If you have identified if support is required contact Ethical School Solutions to discuss your needs.

EMERGENCY REFERENCE CARD (CUT OUT TEMPLATE SIDE 1)

1. In the event of an Emergency Situation. Make injured party safe if appropriate. **Make clear** the responsibilities of the staff and group: **Stay put** and together: Remove any further danger if it is safe to do so. Ensure the rest of the party is safe and secure.
2. Administer First Aid as appropriate/required
3. At the earliest opportunity alert emergency and rescue services by dialling 999 or 112 as appropriate.
4. Notify appropriate line manager or senior leader. Notify school/establishment so that parents can be informed if hospital visit is required. **Do not** allow others involved to phone home until contact has been made with your school/establishment and senior staff have made a decision.
5. Stay calm **Maintaining effective communication at all times**

EMERGENCY CONTACT NUMBERS (CUT OUT TEMPLATE SIDE 2)

| CONTACT | FIRST NUMBER | SECOND NUMBER |
|---------|--------------|---------------|
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When phoning Emergency services/school be prepared to give the following information: Your name, Name of school, Group Details (such as class and age), Telephone number you are calling from, Exact nature of incident, Date and time of incident, Location of incident, Full name and age of casualty, Exact nature of their injuries, Name of others involved, Action taken so far, Action yet to be taken (and by whom), If other emergency services are involved, If next of Kin are already informed, if so how? **Maintain effective communication at all times**