

HEALING  
SCHOOL



A Science Academy

**Healing Multi-Academy Trust**

**Pupil Risk Assessment Procedure**



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## **Risk Assessment Procedure for Pupils**

### **Introduction**

Where a concern about a pupil's physical injury is identified, the risk to that pupil's welfare will be assessed, appropriate action will be taken to reduce the risks identified and this will be recorded and then monitored and reviewed.

The information obtained through this process and the action agreed will then be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular child or of pupils generally.

Risk assessments will be stored on the school's shared area and will be made accessible to all staff. As soon as it is practicable, a risk assessment will be terminated in order for pupils to regain full access to teaching and learning.

Please note that any safeguarding concerns should be reported to the Child Protection team immediately – staff should refer to the linked policies of Safeguarding and Whistle Blowing.

### **Procedure for Risk Assessment**

Where pupils have sustained an injury or an accident\*, the following procedures should be adhered to:

1. Pupils should report to the Pupil Reception area and should be assessed by a member of the Premises Management team
2. A risk assessment will be carried out to establish the nature of the condition, whether a risk assessment is needed, the adjustments required and the likely timescale for the risk assessment to be in place.
3. A Risk Assessment form (see Appendix 1) will be completed and saved in the designated area of the school system
4. All risk assessments must include a review date and pupils will be reminded via the school registers when the review is due
5. Pupils will only be required to exit classrooms prior to the end of a lesson if they are on crutches or if they have a back or shoulder injury.
6. Pupils do not need to be accompanied by one of their peers unless they have sustained a back or shoulder injury.
7. For the majority of pupils on risk assessment, it will be appropriate to ask the pupil to remain within the classroom until all of their peers have exited
8. Following an operative procedure, pupils will be removed from a risk assessment after a maximum of 8 weeks. Should further risk assessment procedures be required after this period, it will be necessary for parents to provide and, if necessary, fund medical evidence.

**\*NB** The risk assessment procedure covers accident and injury but is not appropriate for acute medical conditions or minor injuries. Parents should exercise discretion in such circumstances and should seek external medical advice as appropriate



**Appendix One**

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Health and Safety

Risk Assessment record –  
Recommendations for Action

Department/Area: \_\_\_\_\_ Location: \_\_\_\_\_

Hazard Number	Recommended Action required	Priority: 1 / 2 / 3	By Whom:	By When:	Date completed
					_ / _ / _
					_ / _ / _
					_ / _ / _