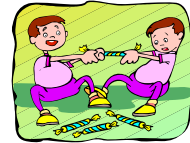




April 2006

To: Heads of all Establishments/Settings
Cc's Governors/Management Committees
Trade Union Safety Representatives
Employee Notice boards
Intranet



RISK ASSESSMENT OF PUPIL / STUDENT BEHAVIOUR

Management of Health & Safety at Work Regulations 1999 (as amended)

What types of Pupil / Student Behaviour needs to be Risk Assessed?

Pupils' / Students' behaviour which gives cause for concern needs risk assessing. Violent and or unpredictable behaviour may put the pupils / students, their peers, employees and others at risk. Risks can also arise amongst pupils / students with special educational needs and particularly those pupils / students with disabilities.

What do we have to do?

It is important to decide whether a pupil / student has to be continually assessed on a day-to-day basis or alternatively on one-off events such as school visits and off-site activities.

The significant findings of the Risk Assessment need to be recorded to ensure compliance with the law.

Additionally, it is also important, for reasons other than Health & Safety, to demonstrate that a wide range of strategies have been implemented to support the pupil /student. Where violent behaviour is the cause of the exclusion and it can be shown that this was predictable, it would be helpful to have a risk assessment record that shows what consideration was given to the hazard and the risk reduction strategies, which were put in place.

N.B. The Risk Assessment record would be a legitimate piece of information to inform the School Disciplinary Committee and the Exclusion Appeals Committee should that be necessary.

What is the procedure for Risk Assessing Pupil / Student Behaviour?

The Flowchart "*Pupil / Student Behaviour Risk Assessment Model Procedure*" (Annex 1) details the procedure for risk assessing pupil / student behaviour.

**Published by: Health and Safety Team, Human Resources
Children, Young People & Families**

How is the Risk Assessment to be recorded?

The “Risk Assessment Record – Pupil / Student Behaviour” (Form PSB) and Checkpoints (See Annex 2) are to be used for recording the risks assessed.

Four examples are illustrated in Appendix 1.



For Further Information and Advice:

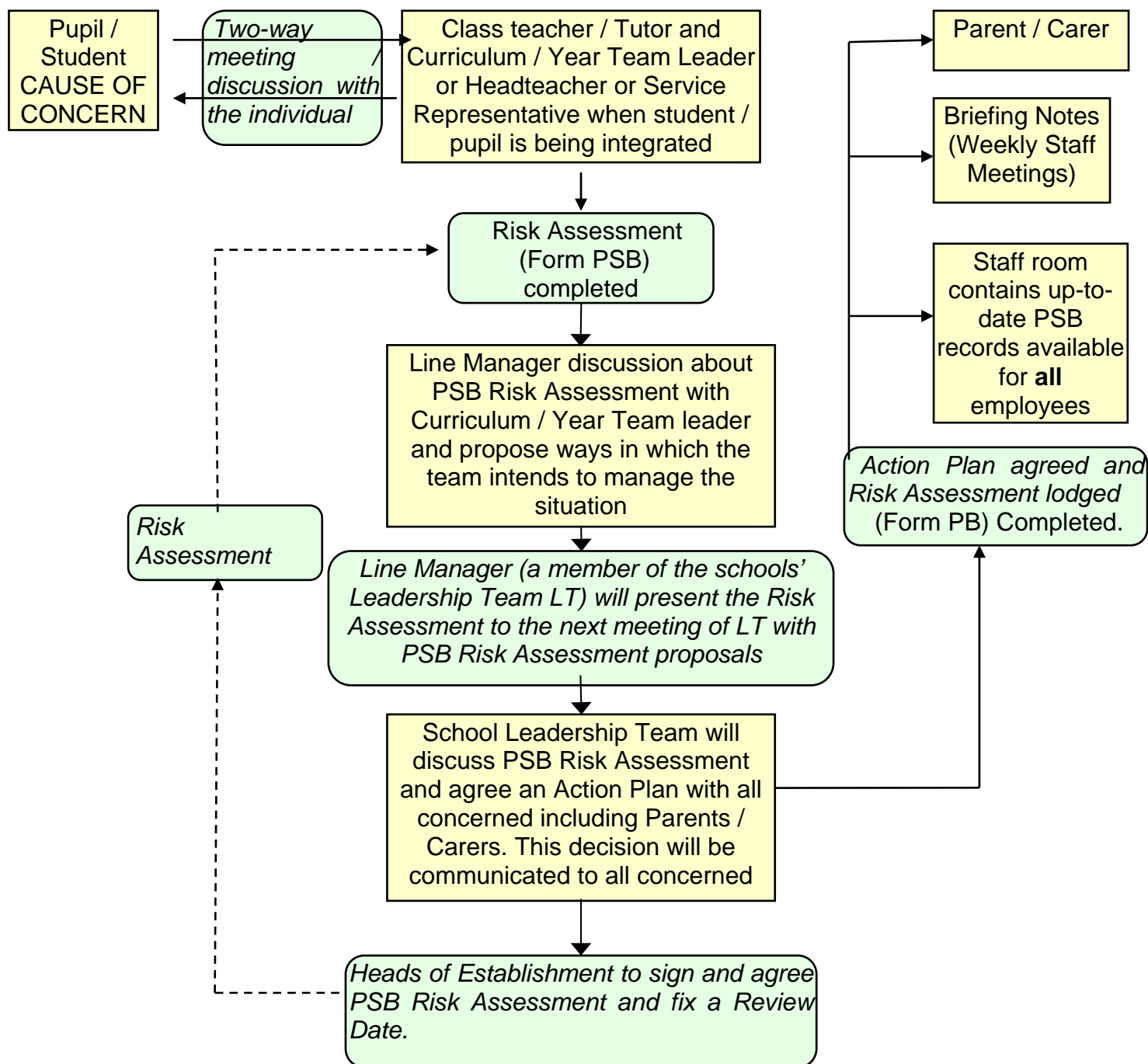
Specialist: Service Manager (CYPF)

General: Health and Safety Team

Tel – **01865 810538**

Tel – **01865 816464**

Pupil / Student Behaviour (PSB) Risk Assessment Model Procedure



N.B. A Risk Assessment must be carried out on each pupil / student who is re-admitted following exclusion. The assessment is to be carried out by a member of the schools' Leadership Team (LT).



A	School or Service	Name of Pupil / Student	School Year	D.O.E ⁽¹⁾	D.O.B ⁽¹⁾

B	What are the behavioural patterns that present health and safety hazards?

C	What risks do they pose and to whom?⁽²⁾	Estimate Risk Level H / M / L⁽³⁾

D	What measures have been taken to reduce the risks?^(4 - 10)	Risk Level Achieved H / M / L⁽¹¹⁾

E	What further action is needed to reduce the risk? (State action/Specify dates)	Remaining Risk Level H / M / L⁽¹²⁾

F	What activities cannot be reasonably safely managed without disproportionate costs?⁽¹³⁾

Name of Assessor:

Signed by:

Job Title:

Head of Establishment

Date:

Date:

Review Date:

Checkpoints

- (1) D.O.E - Date of entry to school or service.
D.O.B - Date of birth
- (2) Has all available information on the pupil / student been made available to all appropriate employees, volunteers, helpers. This may include non-teaching employees?
- (3) Estimated Risk Level: H – High, M – Medium, L – Low
- (4) Have all appropriate support services been consulted e.g. Behaviour Support Service
- (5) Are all those people that are potentially at risk aware of how they should respond? This may include other pupils / students, employees and employers offering Work Experience, escorts and / or visitors.
- (6) Are all identified risk reduction measures in place?
- (7) Are there contingency plans for absences of employees and others identified in control measures?
- (8) Are appropriate emergency action plans in place e.g. contact numbers for parent / guardian, carer, Social & Community Services Directorate. Are these regularly updated and easily available?
- (9) Has appropriate information, instruction and training been provided in areas like conflict avoidance?
- (10) Has this assessment been brought to the attention of appropriate employees and others affected and when will it be reviewed and updated?
- (11) Risk Level Achieved: H – High, M – Medium, L – Low
- (12) Remaining Risk Level: H – High, M – Medium, L – Low
- (13) Can these costs be estimated?

Examples

Appendix 1

Risk Assessments (4 Different Scenarios)

A	A1	Bush Street Community Primary
	A2	Connect Project
	A3	Walter Mitty Community School
	A4	Home tuition
B	B1	When confronted runs out of school
	B2	When confronted throws furniture
	B3	Misbehaviour and refuses to follow directions during swimming
	B4	Unpredictable behaviour in unstructured situation
C	C1	Risk of physical harm to self and stress to employees.
	C2	Physical risk and stress to employees and other pupils / students, visitors etc.
	C3	Physical risk and stress to self, other pupils / students and employees. Risk of drowning
	C4	Risk to an employer offering extended Work Experience
D	D1	Response policy in place to follow at distance by a suitably trained Teacher Assistant
	D2	Teacher Assistant, 1:1 at all times. Pastoral Support Programme (PSP) in place
	D3	Confined to beginners pool. Behaviour Support Plan (BSP)
	D4	Supervision tutor briefed
E	E1	Teacher Assistant to be equipped with pager / walkie talkie
	E2	Formal exclusion
	E3	Excluded from swimming
	E4	Accompanied on work experience placement
F	F1	Out of school visits
	F2	All
	F3	Swimming
	F4	Work Experience