



For: OCC Managers
Heads of all Establishments and Settings
Governors/Management Committees
Trade Union Safety Representatives
Employee Noticeboards
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?

Pupil/student behaviour which gives cause for concern needs risk assessing. Violent and/or unpredictable behaviour may put the pupil/student, 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 managers/heads of establishments/settings 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 leads to suspension/exclusion of an individual and it can be shown that this was predictable, a pre and post event risk assessment record is needed. This will show what considerations have been given to the hazard (the individual) and the risk reduction strategies, which were put in place to minimise the risk.

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.

Employees must receive proper training to implement any physical handling or restraint of pupils/students. For further help and guidance in a situations where a pupil/student requires physical handling or restraint contact Peter Wild, Strategic Lead, Inclusion, CYP&F Directorate. See further information below for contact details.

Issued by the Health, Safety and Wellbeing Team, Shared Services, Unipart House, Garsington Road, OXFORD, OX4 2GQ

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.

How is the risk assessment to be recorded?

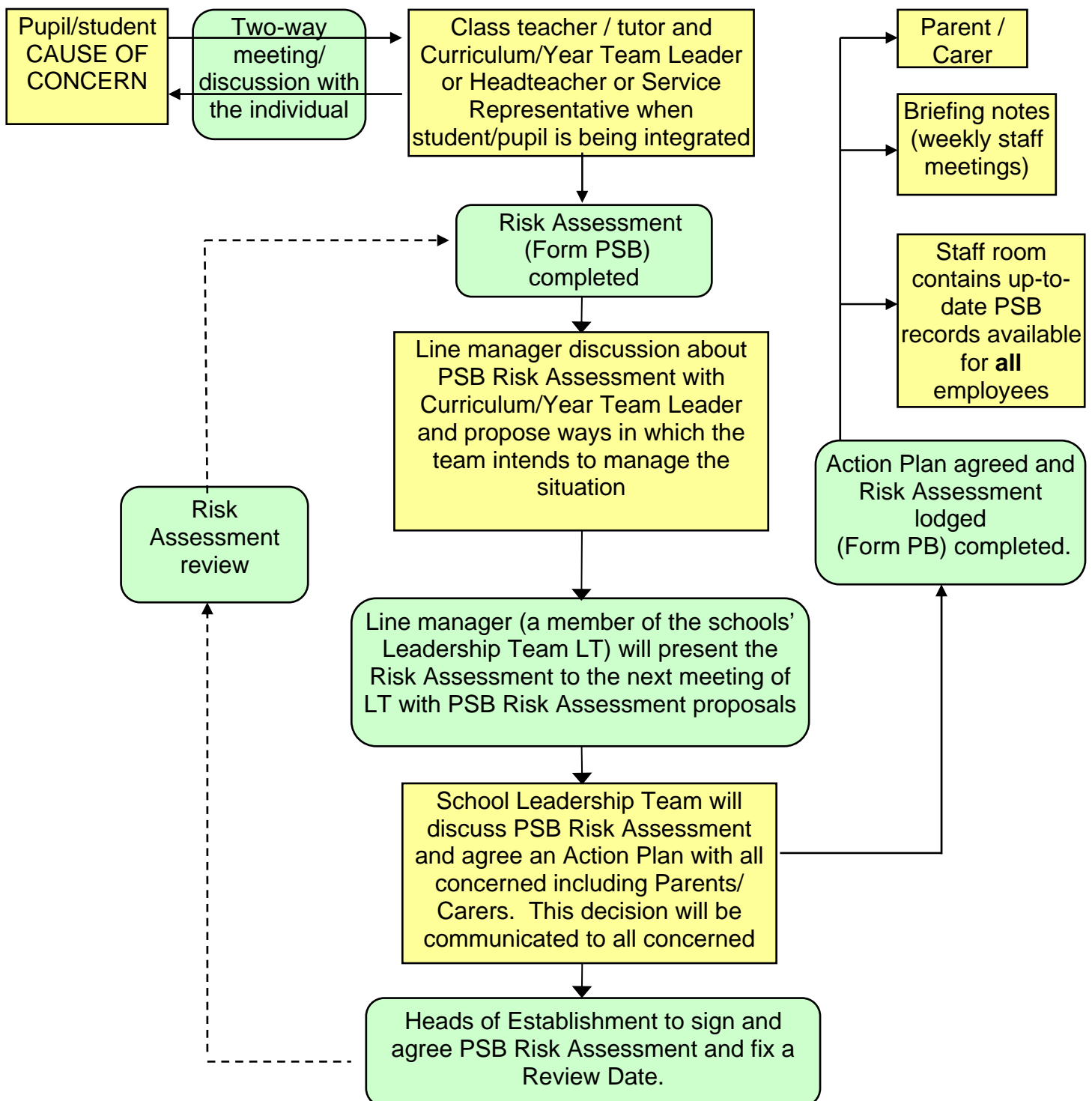
The “Risk Assessment Record – Pupil/Student Behaviour” (Form PSB) and Checkpoints (See Annex 2) should be used for recording the risks assessed.

Four examples are illustrated in Annex 3.

For further information and advice:

	email and web addresses	
Specialist:		
Strategic Lead, Inclusion CYP&F	email: peter.wild@oxfordshire.gov.uk	01865 816217
H&S Training Learning & Development	email: LandD.sharedservices@oxfordshire.gov.uk	01865 797123
General:		
Health, Safety & Wellbeing Team	email: healthandsafetyhelp@oxfordshire.gov.uk web address: http://intranet.oxfordshire.gov.uk/links/intranet/healthandsafety	01865 797222

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

A	School/Setting	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:		Head of Establishment/Setting:	
Job Title:		Signature:	
Assessor Signature:		Date:	
Date		Review Date:	

Checkpoints

- (1) D.O.E - Date of entry to school/setting.
D.O.B - Date of birth
- (2) Has all available information on the pupil/student been made available to all appropriate employees, volunteers, helpers, coaches/instructors?
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, education social workers. 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

Risk Assessment Scenarios

A1	Bush Street Community Primary
B1	When confronted runs out of school
C1	Risk of physical harm to self and stress to employees.
D1	Response policy in place to follow at a safe distance by a suitably trained employee
E1	Employee to be equipped with mobile phone / walkie talkie
F1	Out of school visits

A2	Connect Project
B2	When confronted throws furniture
C2	Physical risk and stress to employees and other pupils / students, visitors etc.
D2	Teaching Assistant, 1:1 at all times. Pastoral Support Programme (PSP) in place
E2	Formal exclusion
F2	All

A3	Walter Mitty Community School
B3	Misbehaviour and refuses to follow directions during swimming
C3	Physical risk and stress to self, other pupils / students and employees. Risk of drowning
D3	Confined to beginners pool. Behaviour Support Plan (BSP)
E3	Excluded from swimming
F3	Swimming

A4	Extended work experience placement
B4	Unpredictable behaviour in new and unstructured situations
C4	Risk to an employer and employees involved in offering extended Work Experience
D4	Work experience employer fully briefed. Student closely monitored by competent mentoring system
E4	Removal from work experience
F4	Work experience