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 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.
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:

<table>
<thead>
<tr>
<th></th>
<th>email and web addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specialist:</strong></td>
<td></td>
</tr>
<tr>
<td>Strategic Lead, Inclusion CYP&amp;F</td>
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<td><strong>General:</strong></td>
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</tr>
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<td>Health, Safety &amp; Wellbeing Team</td>
<td>email: <a href="mailto:healthandsafetyhelp@oxfordshire.gov.uk">healthandsafetyhelp@oxfordshire.gov.uk</a></td>
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<tr>
<td></td>
<td>web address: <a href="http://intranet.oxfordshire.gov.uk">http://intranet.oxfordshire.gov.uk</a></td>
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</table>
Pupil/Student Behaviour (PSB) Risk Assessment Model

Procedure

1. **Pupil/student CAUSE OF CONcern**
   - Two-way meeting/discussion with the individual
   - Class teacher/tutor and Curriculum/Year Team Leader or Headteacher or Service Representative when student/pupil is being integrated

2. **Risk Assessment (Form PSB) completed**
   - Line manager discussion about PSB Risk Assessment with Curriculum/Year Team Leader and propose ways in which the team intends to manage the situation
   - Risk Assessment review

3. **Risk Assessment review**
   - Line manager (a member of the schools’ Leadership Team LT) will present the Risk Assessment to the next meeting of LT with PSB Risk Assessment proposals
   - School Leadership Team will discuss PSB Risk Assessment and agree an Action Plan with all concerned including Parents/Carers. This decision will be communicated to all concerned
   - Heads of Establishment to sign and agree PSB Risk Assessment and fix a Review Date.

4. **Action Plan agreed and Risk Assessment lodged (Form PB) completed.**
   - Parent/Carer
   - Briefing notes (weekly staff meetings)
   - Staff room contains up-to-date PSB records available for all employees

**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.
<table>
<thead>
<tr>
<th>A</th>
<th>School/Setting</th>
<th>Name of Pupil/Student</th>
<th>School Year</th>
<th>D.O.E(1)</th>
<th>D.O.B(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>What are the behavioural patterns that present health and safety hazards?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>What risks do they pose and to whom?(2)</td>
<td>Estimate Risk Level H / M / L(3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>What measures have been taken to reduce the risks?(4 - 10)</td>
<td>Risk Level Achieved H / M / L(11)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>What further action is needed to reduce the risk? (State action/Specify dates)</td>
<td>Remaining Risk Level H / M / L(12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>What activities cannot be reasonably safely managed without disproportionate costs?(13)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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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?
## Risk Assessment Scenarios

<table>
<thead>
<tr>
<th></th>
<th>Bush Street Community Primary</th>
<th></th>
<th>Connect Project</th>
<th></th>
<th>Walter Mitty Community School</th>
<th></th>
<th>Extended work experience placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td></td>
<td></td>
<td>A2</td>
<td></td>
<td>A3</td>
<td></td>
<td>A4</td>
</tr>
<tr>
<td>B1</td>
<td>When confronted runs out of school</td>
<td></td>
<td>B2</td>
<td>When confronted throws furniture</td>
<td></td>
<td>B3</td>
<td>Misbehaviour and refuses to follow directions during swimming</td>
</tr>
<tr>
<td>C1</td>
<td>Risk of physical harm to self and stress to employees.</td>
<td></td>
<td>C2</td>
<td>Physical risk and stress to employees and other pupils / students, visitors etc.</td>
<td></td>
<td>C3</td>
<td>Physical risk and stress to self, other pupils / students and employees.</td>
</tr>
<tr>
<td>D1</td>
<td>Response policy in place to follow at a safe distance by a suitably trained employee</td>
<td></td>
<td>D2</td>
<td>Teaching Assistant, 1:1 at all times. Pastoral Support Programme (PSP) in place</td>
<td></td>
<td>D3</td>
<td>Confined to beginners pool. Behaviour Support Plan (BSP)</td>
</tr>
<tr>
<td>E1</td>
<td>Employee to be equipped with mobile phone / walkie talkie</td>
<td></td>
<td>E2</td>
<td>Formal exclusion</td>
<td></td>
<td>E3</td>
<td>Excluded from swimming</td>
</tr>
<tr>
<td>F1</td>
<td>Out of school visits</td>
<td></td>
<td>F2</td>
<td>All</td>
<td></td>
<td>F3</td>
<td>Swimming</td>
</tr>
</tbody>
</table>

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