

Local Procedure Title	Risk Assessment and Risk Management
Site	Newbury Manor School
ECS Policy number and title	ACS 13 Risk Assessment and Risk Management
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Local Procedure Author(s)	Andrew Ellis
Local Procedure Ratification	Rebecca McArthur

1. Introduction & Aims

Risk assessment is an attempt to establish the level of risk, taking into account the likelihood, frequency and immediacy of harm and the severity of the possible outcome.

At Newbury Manor School, students need to take moderate risks in order to extend their experience and develop confidence in coping with new situations. When situations are assessed for risk, students and staff consider the likelihood of harm, damage, or loss. In light of those considerations, they set up processes to minimise those risks e.g. 'place mobile phone on charge the night before a train journey home'.

If a student and staff member, and in some cases parents/carers, are confident that the risk involved are reasonable, the assessment is completed, and the student is free to undertake the activity. It is important to involve the student and supporting staff in the assessment of risk, as this helps to develop objectivity and create a balance between recklessness and timidity.

The assessment of risk is undertaken to decide which risk management measures are required to minimise the risk of harm and increase the likelihood of benefits for the person being assessed. This assessment involves chance, uncertainty and unpredictability. It is about assessing the likely occurrence of a future event, the likely impact of that event, upon whom or what and with what consequences.

Aims

This procedure defines Newbury Manor School, general aims, organisation and arrangements in relation to risk management, and ensure:

- Attainment of high standards in all aspects of practice
- Compliance with the requirements of all relevant legislation and regulations
- Adoption of approved codes of practice and guidance to ensure safe working practices and standards are developed for all students and staff
- Establishment of organisational arrangements to ensure responsibilities are clearly defined for implementing the appropriate policies and monitoring their effectiveness
- Establishment of clear lines of communication for risk management and safety issues
- Establishment of a risk assessment/audit process including identification of particular hazards and minimisation of inherent risks
- Training of all staff in the techniques of risk assessment, including instruction in specific hazards and special precautions

2. Risk Assessment documentation (Including location and storage)

Individual Student Risk Management – ES13b

Risk management forms part of each learner's placement at Newbury Manor School,. This aims at changing the balance between risk and safety, i.e. attempting to reduce the individual's risk factors or their effect and increase the protective factors. This is an ongoing assessment of risk for the individual students for the duration of their time whilst attending Newbury Manor School,.

Service User Activity Risk Assessment – AH&S Form 56

This risk assessment is undertaken for any activities that students attend on and off site (e.g. cinema trip, playing football in the playground). It is the responsibility of the class leader and supporting staff to have completed, read, and understood the risk assessment prior to the activity taking place.

School Visit Activities & Authorisation Proposal Form – AH&S Form 57

This form is completed in advance of any off-site activity. This form will inform the risk assessment of student dynamics, needs and emergency planning and must be authorised by the school, Senior Leadership Team, Care Coordinator, Deputy Care Coordinators or Health and Safety Coordinator.

The activity CANNOT take place if this form has not been completed and the trip authorised.

Please note, there is also an **activity planner** that staff need to complete prior to activities off site and it is the Tutor, Shift Leader and supporting staff responsibility to ensure this is complete and group leaders on the activity retain the information (not to be shared with students) and file appropriately on return.

Specific Health & Safety Risk Assessment – AH&S Form 29

This risk assessment is completed for any operational activities (e.g. Transfer of Medication, Lone Working). It is the responsibility of all staff to be aware of and read the risk assessments relevant to the sites where they complete shifts. These risk assessments are located on the shared drive (Shared-Risk Assessments), and in care staff offices.

Work Experience Risk Assessment – AH&S Form 96

This risk assessment is completed for off-site, school curriculum using an external company. External companies must provide liability insurance details and own risk assessments which work alongside students own risk assessments.

3. Responsibility for undertaking risk assessments

Management Structures and Personal Responsibilities

The Head Teacher is responsible for ensuring that the schools' responsibilities are discharged and for ensuring that effective arrangements are in place throughout the school.

Head Teacher Responsibilities

The Head Teacher is responsible for the preparation of procedures to ensure all necessary risk assessments are carried out at the school and appropriate control measures are implemented and monitored. enable them to work safely. These responsibilities extend to anyone affected by Newbury Manor School, operations including sub-contractors, members of the public, visitors etc. They shall also ensure adherence to and implementation of all Priory policies and guidelines such as

- Recruitment and selection
- Discipline
- Grievance
- Equal Opportunities
- Crisis management

- Incident reporting

Senior Leadership Team, Care Coordinator, Deputy Care Coordinators, Shift Leaders and Designated Representatives Responsibilities

Heads of Departments, or their designated representatives, will implement the policy by:

- Being aware that they have a duty under legislation to take reasonable care for their own safety and the safety of all others who may be affected by their acts or omissions
- Being aware of and implementing school standards including appropriate risk assessments are carried out for all activities.
- Making full provision for risk management, adequate control measures, safe working procedures and continued monitoring of safe systems of work
- Ensuring risk assessments are only completed by staff who have received the relevant training
- Promoting greater risk management awareness amongst all staff by example
- Ensuring that all staff observe safe working practice, with reference to the college's health and safety policies and procedures and departmental policies and procedures
- Insisting all staff attend induction
- Ensure appropriate induction and training is given to bank and agency staff before commencing duty
- Encourage a risk aware culture, where incidents are reported, and lessons learnt from mistakes

Employee Responsibilities

The policy will be achieved through the actions of ALL employees within the school in accordance with the general responsibilities as detailed. Employees are required to implement the policy by:

- Being aware that they have a duty under legislation to take responsible care for their own safety and the safety of all who may be affected by their acts or omissions
- Being aware of the school's policy and procedures and complying with them
- Reporting of potential hazards and risks as stated within the school's incident reporting procedure
- Minimising risk in their work
- Adhere to all professional standards and protocols
- Wearing protective clothing/equipment were provided

Temporary Staff Responsibilities

It is necessary to ensure that any agency workers, temporary staff, and volunteers are aware of all company policies and procedures, and heads of departments/senior managers ensure individuals are competent to undertake the work they are being employed for.

Contractor Responsibilities

Contractors carrying out work on the school's property will be expected to comply with legislation, company policy and relevant departmental procedures.

It will be the responsibility of the manager of that department to ensure that contractors comply with the relevant policies and procedures and, where appropriate, specify detailed health and safety performance requirements in the written terms of agreement.

Contractors will be shown AH&S Form 83 when signing in as further guidance.

All employees at all levels must be made aware of the risks within their work environment and of their personal responsibilities. They must also be given necessary information and training to complete their job roles.

4. Responsibility for reviewing risk assessments

Risk assessments are to be reviewed routinely, when they are no longer valid, there have been changes to the area to which the risk assessment applies or in the event of an accident or incident.

Departmental Managers are responsible for reviewing risk assessments within their remit.

The following must be reviewed annually or after an accident or incident or after a change to the area.

- AH&S Form: 04** [Workstation Assessment Form](#)
- AH&S Form: 04A** [Register of DSE Users](#)
- AH&S Form: 10** [Manual Handling Risk Assessment](#)
- AH&S Form: 11** [Moving & Handling Risk Assessment – Service User Assessment](#)
- AH&S Form: 28** [Site Primary Generic Risk Assessment Tool](#)
- AH&S Form: 28(1)** [Risk Rating Tables](#)
- AH&S Form: 28A** [Administrators/Reception Staff Generic Risk Assessment](#)
- AH&S Form: 28B** [Domestic Compliance Generic Risk Assessment](#)
- AH&S Form: 28C** [Catering Generic Risk Assessment](#)
- AH&S Form: 28D** [Housekeeping and Laundry Generic Risk Assessment](#)
- AH&S Form: 28E** [Education Generic Risk Assessment](#)
- AH&S Form: 28F** [Maintenance Activities Risk Assessment](#)
- AH&S Form: 28G** [Education Generic Risk Assessment](#)
- AH&S Form: 29** [Specific Work Activity Risk Assessment Tool](#)
- AH&S Form: 29A** [Individual Work Activity Risk Assessment](#)
- AH&S Form: 33** [Potential Violence Risk Assessment](#)
- AH&S Form: 45** [COSHH and DSEAR Risk Assessment](#)
- AH&S Form: 45A** [Register of Hazardous Substances](#)
- AH&S Form: 47** [Safe Systems of Work](#)
- AH&S Form: 50** [Specific Risk Assessment: Use of Pressure Relieving Overlay and Replacement Mattresses](#)
- AH&S Form: 56** [Service User Activity Risk Assessment](#)
- AH&S Form: 56A** [Off Site Group Activity List and Seating Plan](#)
- AH&S(ES) Form: 95** [Children's Homes Risk Assessment](#)

5. Responsibility for maintaining and reviewing the risk register

It is the responsibility of Head Teacher, Departmental Managers, Care Coordinator, and Deputy Care Coordinators to ensure registers are current and up to date.

AH&S Form 04A Register of DSE Users

AH&S Form 29A Register of Individual Risk Assessments

AH&S Form 45A Register of Hazardous Substances

AH&S Form 45B Domestic Chemicals List

AH&S Form 45C Core Chemicals List

AH&S Form 45D Maintenance chemicals List

6. Training for staff

All risk assessors needing to undertake assessments should be suitably trained and colleagues requiring training should attend risk assessment courses provided by Aspris People Development. Access to appropriate and approved training must be authorised by either booking onto centrally organised training or completing a learning request via the L&D and all completed training must be recorded on the by a relevant staff member.

7. Enabling children and young people to learn to assess risk and make safe decisions

By involving children and young people in making decisions based on risk, tailored to the Children's /young person's individual needs and skills it should allow them to make informed and reasoned decision to stay safe as possible.

Where children and young people may be vulnerable to putting themselves at undue risk, colleagues are expected to advise and help them to reconsider, and if there is significant danger, to intervene with a safer approach.

8. Monitoring

North Hill House School will monitor performance through a health and safety audit and compliance with legislative requirements and other guidance in the following areas:

- Health and safety assessments
- Food Safety assessments (HACCP)
- COSHH assessments; and
- Financial audits

Monthly audits completed by Head Teacher using H&S Form 96,

9. Arrangements for escalating significant risks

In the event of having to escalate significant risks Head Teacher must be informed.

ESC Form 58 to be completed and sent to Executive Head of College & Head Teacher.

In the event of a RIDDOR needing to be completed relevant staff we contact Regional Health and Safety Advisor who will support throughout the process.

Aspris Children's Services
Children's Services: Local Procedure Template

Contents Checklist (Local Sites may add additional items – this is a core list)			
Risk Assessment documentation (Including location and storage)		Training for staff	
Responsibility for undertaking risk assessments		Enabling children and young people to learn to assess risk and make safe decisions	
Responsibility for reviewing risk assessments		Monitoring	
Responsibility for maintaining and reviewing the risk register		Arrangements for escalating significant risks	

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions