

<b>Local Procedure Title</b>	<b>Health and Safety Responsibilities</b>
<b>Service</b>	<b>Newbury Manor School</b>
<b>ACS Policy number and title</b>	<b>ACS 14 Health and Safety Responsibilities</b>
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<b>Local Procedure Ratification</b>	Checked and Approved by: Rebecca McArthur

**1. INTRODUCTION**

In order to effectively implement this procedure at Newbury Manor School any changes to policies which directly or indirectly impact must be considered.

Template **ACS LP 13** is provided for this purpose and includes a key content checklist.

This procedure should be used in conjunction with the related policies listed on preceding page where applicable, in particular policy AH&S 35 Risk Assessment.

**2. AIMS**

Robust and effective risk assessments are used to ensure that risk is managed effectively at Newbury Manor School.

Children and young people live and learn in environments where practice is 'risk aware' rather than 'risk averse'.

Children and young people are enabled to develop the skills to make reasoned and informed risk decisions.

**3. SCOPE**

This procedure relates to all risk assessments including those for:

- (a) Individuals
- (b) Activities
- (c) Locations and environments
- (d) Equipment.

Risk is defined as a threat that could adversely affect the ability to deliver to any objective.

**4. RESPONSIBILITIES**

**Site Leads** are responsible for ensuring that there are robust, accurate current risk assessments in place in relation to Individuals, Activities, Locations, Environments and Equipment.

These must be accessible to colleagues and be understood by colleagues, and should conform to 'Good practice' conventions.

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School Leaders are responsible for ensuring colleagues understand and apply the risk management cycle.

School Leaders should enable colleagues to understand and apply 'risk awareness' to all practice, enabling them to maintain a safe environment for children and young people.

Risk should not be perceived of as a limiting or restricting factor, but something to be carefully assessed, mitigated and managed, ensuring that practice is not unduly 'risk averse'.

**Colleagues** are responsible for ensuring that they are fully aware of the risk assessments in place which relate to any children/young people they are working with.

Colleagues are responsible for ensuring that they are fully aware of the risk assessments in place which relate to any equipment, activities, locations and environments they will be accessing.

**Tutors** are responsible for ensuring that risk assessments are included within lesson plans.

Sharing information effectively is critical to successful risk management: All colleagues are expected to share information and communicate clearly in relation to risk assessment and risk management.

### 5. GOOD PRACTICE IN RISK ASSESSMENT

The following section outlines the key elements found in an effective Risk Assessment:

#### **Risk Identification:**

The risk description includes three key parts:

- (a) The cause of the risk
- (b) The risk event or uncertainty
- (c) The possible impact of the risk

#### **Risk Direction:**

The risk assessment should consider risk in two directions:

- (a) From the person/equipment/activity/environment
- (b) To the person/equipment/activity/environment

#### **Risk Sources:**

The risk assessment should consider all the risk source areas and how they interact:

- (a) People
- (b) Environments
- (c) Actions/Activities
- (d) Equipment

#### **Risk Mitigation:**

The actions which are to be taken to minimise risk are called mitigating actions; it is important that

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these are clearly described, so that the team can all apply actions consistently to minimise risk.

A clear mitigation description will include details of:

- (a) **who** should do
- (b) **what**,
- (c) **when** and
- (d) **what impact** this will have on the risk

**Inherent risk:** Inherent risk (the total risk present prior to any action being taken) should be clearly identified, quantified and categorised as Low/Medium/High.

**Residual risk:** Residual risk (the level of risk remaining after mitigation actions are in place) is clearly quantified and categorised as Low/Medium/High.

Where residual risk remains high, site/service managers should carefully consider the effectiveness of the risk mitigation actions.

Effective risk assessments always contain **positive information**; this means that they have no blank boxes, and 'N/A' is never used.

### 6. SUPPORTING CHILDREN AND YOUNG PEOPLE TO MAKE INFORMED RISK DECISIONS

Colleagues are expected to involve children and young people in making decisions based on risk: this will be tailored to meet children and young people's individual skills, needs and abilities.

This will enable children to develop the skills and knowledge to make safe informed and reasoned decisions and consider risk and how it may be minimised in order to achieve actions and objectives as safely 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.

Where possible include children/young people for input when completing risk assessments they will be attending.

### 7. RISK REGISTERS

Each site should maintain a Risk Register which identifies all significant risk to the safe and successful operation of the site and its objectives.

It is the responsibility of the Site Leads to ensure risk registers are always up to date.

Risk Registers are reviewed regularly as part of site governance processes, and risk rated high are escalated through Line Management structures to Divisional and Board level (where divisional and organisational level risk registers are maintained).

A simple site risk register template is available in Excel Format: **ACS Form 13C**.

### 8. LEARNING AND SUPPORT

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Site Leads are expected to be vigilant in monitoring risk assessments, and to identify from monitoring where there is a need for training in relation to risk assessment in order to ensure Good Practice (see section 5 above): Training can be sourced through liaison with the 'Quality Team'.

Health and Safety Coordinator will deliver Risk Assessment Training to relevant staff.

Newbury Manor School to use a Risk Assessment Index to ensure clarity in relation to the documents in use at site.

All staff to complete health and safety Learning Lounge. It is the responsibility of the Site Leads to monitor ensuring modules are at 85% completed.

A basic core documentation checklist is provided below:

Risk Assessment Index:

(a) **Individual:**

- i. Admissions Impact Risk Assessment
- ii. Individual Risk Assessment (every child)
- iii. Specialist Individual Risk Assessments (RMFCH, CSE)

(b) **Environment** Fire Risk Assessment & Legionnaires Risk Assessment

(c) **Location** Risk Assessment

(d) **Activity** Risk Assessments (including lessons)

(e) **Equipment** Risk Assessments

### 9. MONITORING

Site Leads will include the monitoring of risk assessment and risk management within routine site monitoring as outlined in the Governance policy ACS 16, including incidents where risk assessment is a key or contributory factor.

This should include identifying and sharing any critical learning points which may be used to mitigate future similar risk.

Health and Safety meetings to take place once a term. Minutes are to be made available for all staff to read.

Site Service Manager and Health and Safety Coordinator to complete "spot checks" ensuring sites are adhering to health and safety responsibilities and escalate to Governance as required.

It is the responsibility of the Site Leads to ensure their health and safety folders are always up to date and current.

Site Lead and Site Service Manager will work together ensuring any action points from the fire risk assessment and legionnaires risk assessment are completed within the recommended timescale.

### 10. REFERENCES

Care Standards Act 2000  
Children Act 2004  
Equality Act 2010  
Education and Inspections Act 2006  
Children's Homes Regulations 2015  
Guidance on the children's home regulations including quality standards 2015  
Children's Homes (Wales) Regulations 2002

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DfE (2015) Residential Special Schools: National Minimum Standards  
Scottish Government (2005) National Care Standards: School Care Accommodation Services  
Welsh Assembly (2002) National Minimum Standards for Children's Homes  
The Education (Independent School Standards) (England) Regulations 2014  
DfE (2018) Keeping children safe in education  
Fundamentals of Risk Management, Paul Hopkin, Institute of Risk Management, Kogan Page, London 2018

### **Associated Forms:**

ACS Form: 13A [Admissions Impact Risk Assessment](#)

ACS Form: 13B [Individual Risk Assessment](#)

ACS Form: 13C [Simple Risk Register Template](#)

ACS Form: 13D [Site Location Risk Assessment](#)

ACS Form: 06 [Running Away/Missing Risk Assessment](#)

ACS Form: 01D [CSE Risk Assessment](#)

ACS LP: 13 [Risk Assessment and Risk Management](#)

***See also the [H&S forms folder](#) for risk assessment forms***

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<b>Contents Checklist</b> (Local Sites may add additional items – this is a core list)			
H&S Leader		H&S Training	
H&S co-ordination responsibility		H&S Meetings	
Responsibility for maintaining evidence files		Monitoring	
Responsibility for routine H&S checks			
Maintaining the H&S Action Plan			

**Local Procedure Review History:**

<b>Date Reviewed</b>	<b>Reviewer</b>	<b>Summary of revisions</b>