

RISK ASSESSMENT POLICY

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 3rd March 2016.

Jay Mercer
Chair of OHCAT Board



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Chair of OHC Board



Risk Assessment Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. The purpose of this policy is to ensure that:

- All pupils/students, staff and other parties are safe from injury or other potential hazards;
- All staff recognise the importance of being aware of and adhering to risk assessments;
- All staff are aware of the correct procedures involved in carrying out a risk assessment;
- All staff are aware of the process to communicate risk assessments to others.

RISK ASSESSMENTS

General

Risk assessments must be carried out for all situations where there is the potential for harmful or hazardous incidents to occur, however minor or slight these are.

Risk assessments must be carried out or updated *immediately* in the light of specific incidents occurring.

All risk assessments for teaching and learning must be approved by the Head/Principal of the relevant OHC&AT provision prior to implementation and must be kept in the pupil or student's file (paper and/or electronic). Risk assessments for operations must be approved by the Executive Head (OHC&AT Services) or by the Director of the relevant department.

Copies of risk assessments should always be in the session file and taken by the relevant member of teaching staff when going to an assessed venue or activity or when going off-site with relevant pupils/students.

The OHC&AT risk assessment pro-forma requires the identification of a low, medium or high status for all risks identified. If any risks are deemed to be medium or high, the person completing the assessment must complete Section B, identifying what actions are to be put in place to reduce the risk status. If the risk remains high after Section B has been completed, the activity should be referred to the Executive Head (OHC&AT Services) or the Director of the relevant department.

Activities & venues

A risk assessment must be carried out for all new activities undertaken by pupils/students and staff.

If a new activity or venue is being accessed for which a specific risk assessment does not exist, but that venue or activity is significantly similar to others that do have risk assessments, staff may utilise a pupil/student's individual risk assessment and support plan, provided this is sufficiently detailed and the responsible member of staff is confident that generalised risk across the different venues/activities e.g. accessing neighbouring shops will be low.

As part of the risk assessment process the member of staff planning the activity must visit the venue in question or undertake the activity planned.

The risk assessment must state if it is written to only take account of a specific individual or group of pupils/students, or whether it has been generalised to encompass all potential pupils/students.

If a risk assessment for a specific venue or activity already exists but it is found to be out of date, staff should notify the Head/Principal of any necessary changes.

It is best practice for a risk assessment for a specific venue or activity to be written by a member of staff specifically for their group or individual pupil/student. Existing generic risk assessments should never be used without a thorough reading by the teacher or lecturer and all possible adaptations made to reflect the needs of that pupil/student or group.

Risk Assessments: Pupils/Students

Where appropriate, pupils/students will have an individual risk assessment relating to all potential hazards in each activity or aspect of OHC&AT provision relating to them personally. These can include challenging behaviour, health needs or particular vulnerability in certain situations. These individual risk assessments can draw on or refer to generic risk assessments (e.g. use of the minibus) but must indicate how they are personalised to the individual pupil/student's needs.

Manual handling is covered in a generic risk assessment but all staff must adhere to the Moving and Handling Policy and individual Manual Handling Profiles.

Individual risk assessments must always be written or updated, by teachers/lecturers, in the light of any new incidents. Such updates must be properly distributed and made known. These updates must be in place within 48 hours.

Risk assessments should be shared with other providers and agencies with whom the pupil/student might work as a result of attending an OHC&AT provision.

Risk assessments form a key strand of a pupil/student's support plan and should be kept as such.

In some instances a risk assessment may relate to, or need to refer to, safeguarding concerns for that pupil/student. In this case a risk assessment for inclusion in classroom folders and for carrying into the community may need to make reference to this fact without stating details. It should therefore direct the reader to ask the teacher/lecturer for further information which will be passed on in accordance with OHC&AT Safeguarding Policy guidelines on confidentiality.

Sometimes a pupil/student may have an additional Individual Risk Assessment specific to one aspect of their support plan (e.g. Administration of Emergency Medication) to reflect specific concerns at a certain time. It must be indicated on the main Individual RA that additional RAs exist.

Risk Assessments: Staff

OHC&AT recognises that members of staff may have additional support needs, whether permanently or temporarily. In accordance with its Equality & Diversity Policy and Equality Duties, OHC&AT actively seeks to employ staff and governors with disabilities and although OHC&AT strives to achieve accessibility in all settings and activities, it also ensures that all appropriate, non-discriminatory Risk Assessments are carried out to facilitate a safe and supportive working environment.

Staff who develop health concerns that may impact upon their ability to do all or part of their job are referred to Occupational Health. On the basis of the Occupational Health report, a Risk Assessment is carried out and reasonable adaptations are made, where possible, to support that member of staff to return to or continue in their role.

For further information, please refer to the Managing Sickness Absence Procedure.

RESPONSIBILITIES

Within OHC&AT

Non-Executive Directors

- To challenge and support OHC&AT in the regular review of this policy and its implementation.

Executive Team

- To monitor the implementation and effectiveness of this policy within OHC&AT provision.
- To regularly review this policy in order to ensure that it is effective and up to date.

Within each OHC&AT setting

Governors

- To monitor the effective implementation of the Risk Assessment policy through the portfolio governance system and Health & Safety reports at meetings.
- To review this policy on an annual basis.

Head/Principal

- To ensure all staff are aware of this policy and related documentation.
- To support staff in writing and checking risk assessments.
- To monitor risk assessments on a termly basis.

Staff Team

- To ensure they are familiar with this policy and adhere to all relevant procedures.
- To ensure they are familiar with all relevant risk assessments and familiarise new or temporary staff.
- To report any incidents or accidents promptly which may require new or improved risk assessments.
- To ensure, with support from Heads/Principals, that amended risk assessments are implemented within 48 hours of an incident occurring.

Safeguarding Team

- To monitor concerns relevant to the application of this policy.
- To discuss complex issues relating to individual pupils/students.

POLICY REVIEW DETAILS

<i>Version:</i>	1.0
<i>Reviewer:</i>	Stephanie Hill, Janet Sherborne
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	3 rd March 2016
<i>Due for review:</i>	Spring 2019

RELATED POLICIES

Child Protection (Safeguarding) Policy and Procedure
Health and Safety Policy
Incidents and Accidents Policy
Positive Behaviour Policy
Risk Management Policy
Manual Handling Policy
Managing Sickness Absence Procedure