

Risk Assessment Policy

Introduction

A risk assessment is an important tool in protecting employees, parents, students and visitors by analysing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm. In many instances, straightforward measures can be effective in controlling risks. New Level Academy has a responsibility to provide adequate control of the health and safety risks associating from our work, activities and the young people we work with.

Responsibilities

The Head of Centre is responsible for ensuring risk assessments are in place for all activities/situations occurring locally. The Heads of Centre is also responsible for assessing the risk posed by each individual young person during their referral process, in case an individual risk assessment is needed.

All staff are responsible for assisting with and participating in the process of risk assessment if necessary. All staff required to undertake risk assessments will be given relevant training by a competent person. All relevant staff are given guidance on risk assessment as part of their induction. Refresher training is arranged periodically.

Risk Assessment Format

Staff are issued with risk assessment templates that are based on current Health and Safety Executive recommendations. They will take into consideration:

- Hazards - something with the potential to cause harm;
- Risks - an evaluation of the likelihood of the hazard causing harm;
- Risk rating - assessment of the severity of the outcome of an event;
- Control measures - physical measures and procedures put in place to mitigate the risk.



Risk Assessments for Activities on Site

Risk assessments will be carried out for all activities that are undertaken. Any resulting actions will be implemented and staff informed and where necessary receive appropriate training. For any new activities to be undertaken, a risk assessment will be carried out, actions implemented and the risk assessment approved by the Head of Centre.

Risk Assessments for Events and Off-Site Visits

Trips, visits and events involving students and employees hold potential health and safety hazards. All such activities must have a properly completed risk assessment before the activity can then be approved by the Head of Centre. Risk assessments prepared by venues being visited, or by third party organisations providing activities, can and should be used where appropriate. Staff should consider whether these need to be adapted to suit the students concerned. In addition, a risk assessment covering travel arrangements must be made. See the Trips and Visits Policy for more details.

Risk Assessment Review

Risk assessments will be reviewed:

- When there are changes to the activity
- After a significant near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually if for no other reason

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