



## **Risk Assessment Policy**

**February 2025**

## **RISK ASSESSMENT POLICY and GUIDANCE**

### **BACKGROUND**

This guidance is applicable to all those with responsibility for undertaking Risk Assessments for activities which are under their control. It should be read in connection with the policies listed at the end of this guidance. It is a requirement of the Independent Schools Inspectorate and National Minimum Standards that Risk Assessments are maintained.

### **OBJECTIVES**

This guidance has the following key objectives:

- To ensure that suitable and sufficient Risk Assessments are undertaken for activities where there is likely to be significant risk
- To ensure that identified control measures are implemented to control risk so far as reasonably practicable
- To ensure that those affected by school activities have received suitable information on what to do
- To ensure that Risk Assessments are recorded and reviewed when appropriate

### **GUIDANCE**

The Head Teacher is responsible for the annual update of the policy. All members of staff are responsible for the implementation of this policy. They will be supported by key staff as appropriate who can be asked for advice.

Educational Visits and Trips Co-ordinator: Natalie Dixon (Head Teacher)

For all Health and Safety matters and matters concerning the grounds and buildings the Facilities Manager is responsible: Richard Foster.

This guidance is applicable to general Risk Assessments. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there are separate arrangements in place.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on a regular basis and staff should feel able to ask for further guidance at any stage.

## **Impact Risk Assessment**

Prior to the admission of a young person to Amberleigh Care an impact risk assessment will be completed by a designated member of the therapy team. The impact risk assessment will assess the presenting behaviour of the young person; the current dynamics within the house and school; how we can meet the young person's needs; and how we can support the transition of the young person into the house and school.

The referral manager will ensure that all relevant historic information is available to the therapist to make an informed and comprehensive assessment of the young person's suitability. If a young person is assessed as not suitable for our therapeutic setting, we will ensure that we will provide clear and comprehensive reasons why we cannot fully support the needs of the young person, and in some cases, make recommendations for more suitable placements. Upon gathering the relevant information, if a young person is assessed as suitable for our setting, it is paramount that the impact risk assessment is shared with the whole community staff team (care and education) and the designated therapist makes them self available to discuss any issues raised within the report. This ensures that all Amberleigh staff are fully informed and can best meet the needs of the young person, ensure suitable responses to presenting behaviour and fully support a smooth transition.

All staff should use the impact risk assessment to inform the initial stages of the placement. Ensuring the young person is supported in the transition period.

### **Risk Assessments will take into account:**

- Hazard: something with the potential to cause harm
- Risk: an evaluation of the likelihood of the hazard causing harm including a rating assessment of the severity of the outcome of an event
- Control measures: physical measures and procedures put in place to mitigate the risk to an acceptably low level

The Risk Assessment process will normally consist of the following steps:

- Identify the potential hazards
- Decide who might be harmed and how this might occur
- Evaluate the severity of the outcome of an event
- Identify and describe the physical control measures and procedures put in place to mitigate the risk to an acceptably low level
- Ensure all those with responsibility for the activity are aware of the risks
- Review the assessment regularly and update as necessary

Risk Assessments are to be reviewed on the following occasions:

- When there are changes to the activity
- After a near miss or accident or incident which adjusts the risk
- When there are changes to the type or number of people involved in the activity
- When there are changes in good practice

- When there are changes in risk
- When there is a change in person responsible for the Risk Assessment
- When there are legislative changes
- Annually if for no other reason

A non-exhaustive list of areas which typically require Risk Assessment is as follows:

- All off site trips and activities
- Individual students
- Site specific risk assessments
- High risk activities e.g. including tools or deep water

The school has referred to the following documents in the preparation of this guidance:

- Health & Safety Executive, Five steps to risk assessment  
([www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm))
- Amberleigh School Policies – Educational Visits Policy, Health and Safety Policy and Supervision Policy.

### **Supervision**

Inherent in all risk assessment is the importance of appropriate arrangements for the supervision of students. Further details will be found in the school's Supervision Policy and Individual boys risk assessments.

### **Responsibility of all staff**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the School's senior leadership in order to enable the Board of Directors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Facilities Manager as soon as they are noted.