



# ASPIRE: Lifeskills Learning Centre

## RISK ASSESSMENT POLICY

ASPIRE: Lifeskills Learning Centre clearly recognises that a failure to take reasonable safety precautions in relation to identifying hazards would represent a serious risk to staff, visitors (and contractors); and, in particular, to the students within our Lifeskills Learning Centre including Woodgate site.

The aim of this Policy has particular regard for ensuring that the welfare of students, staff and visitors at the Lifeskills Learning Centre including Woodgate site is safeguarded and promoted at all times; and appropriate action is taken to reduce risks and potential risks that are identified.

This policy needs to be read in conjunction with the following policies and procedures

- Safeguarding Child Protection
- Off-Site Trips
- Health and Safety

When conducting a risk assessment, ASPIRE: Lifeskills Learning Centre adopt a team approach whenever possible, and involve staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out).

### STAFF and RESPONSIBILITIES

**All Employees** - Assisting with and participating in the process of risk assessments

**SLT** - To complete risk assessments for individual learners and to save and store these on Pupil Profiles

**The Headteacher, Deputy (also E-Safety Officer) and Premises Manager** - Undertaking risk assessment, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate. ASPIRE Premises manager to work in conjunction with Charnwood Borough Council Premises Manager to maintain checks and paperwork for Woodgate site.

## **SCOPE**

For the purpose of the policy the following definitions apply:

**HAZARD** - Something with the potential to cause harm

**HARARDOUS OUTCOME** - A description of how someone could be hurt or damage could occur as a result of interacting with the hazard

**RISK RATING** - The overall judgement of the level of risk that may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence.

**CONTROL MEASURES** - Method used to reduce or control risks arising from identified hazards

**RESIDUAL RISK** - The level of risk remaining once control measures have been applied to reduce risks, so far as is reasonably practicable.

## **LEGAL ASPECTS OF RISK ASSESSMENT**

There are clear duties for risk assessment under acts such as the Health and Safety at Work Regulations. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employer's undertaking (e.g. contractors, visitors, students etc.)

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones;
- Identify and prioritise the measures required to comply with any relevant statutory provisions;
- Remain appropriate to the nature of the work and valid over a reasonable period of time;
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

## **COMMUNICATING RISK ASSESSMENT**

**ASPIRE:** Lifeskills Learning Centre has a responsibility to ensure that any risks posed to staff, students, contractors and visitors are reduced, so far as reasonably practicable.

When conducting a risk assessment, all **ASPIRE:** Lifeskills staff will ensure good

communication is maintained through the risk assessment documentation. Relevant information identified in the risk assessment regarding the hazards, their associated risks to ASPIRE: Lifeskills Learning Centre, visitors; and particularly to students, are communicated effectively.

## **MONITORING**

The Head Teacher, Deputy Head and Premises Manager shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise, checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

## **RISK ASSESSMENT GUIDELINES AND PROCEDURES**

ASPIRE: Lifeskills Learning Centre recognises the value of on-site and, in particular, off-site activities in enhancing educational opportunities for its students. We also recognise our responsibility for the safeguarding and wellbeing of the students and staff.

As a means of monitoring accidents and incidents resulting from activities or student behaviours, staff must record these in the Incident Book or fill out an accident form. Both are located in the Lifeskills Learning Centre office. By monitoring occurrence we will be able to take appropriate actions or make any reasonable changes where necessary to ensure risk is minimised in the future.

As a means of safeguarding students and staff, ASPIRE: Lifeskills Learning Centre has:

- A Designated Safeguarding Lead (DSL) (3 DSL's at ASPIRE)
- A Behaviour Co-ordinator (Head Teacher) responsible for monitoring and supporting behaviour management (Individual Support Plans).
- A designated Fire Marshal
- Protocol and procedures for external visitors to follow

ASPIRE: Lifeskills Learning Centre works in partnership with all staff, professionals, outside agencies and parents to take reasonable steps to secure the health and safety of staff, students and others involved in off-site activities and some on-site activities (outside of daily curriculum delivery).

The purpose of this guide is to acknowledge that there are a number of risks involved in such activities and we therefore aim to eliminate or reduce the risks as far as possible.

## **LINKS**

The risk assessment procedures link into the ASPIRE: Lifeskills Learning Centre Behaviour Policy, along with the Safeguarding and Health and Safety Policies.

If a student is assessed as a potential risk to themselves or others, their Individual Support Plan will be in place to support them and guide staff in their working practice. In this instance, a general risk assessment will be in place to support activities on and off-site for the individual student.

## **RESPONSIBILITIES**

The Head Teacher has overall responsibility to ensure that appropriate risk assessments are carried out and in place; particularly in regards to off-site activities.

All completed risk assessments must be counter signed by a second member of the Senior Leadership Team (SLT).

The SLT has responsibility for completing the risk assessment documents and putting a signed copy in the main file in the Lifeskills Learning Centre office.

Risk assessment master copies can be found in the folder in the Head Teacher's office.

## **GENERIC RISK ASSESSMENT**

The risk assessment procedure is intended to prevent injury or ill health to all individuals and property by:

- Highlighting and assessing any potential hazards
- Estimating any probability of harm
- Identifying appropriate control measures to reduce risks to an acceptable level that ensures the safety of all.

Along with the generic risk assessments for general premises, fire safety and regular on-site activities; additional site and activity risk assessments will be completed. There are a number of different activities that can require a risk assessment:

- Regular off-site activities
- One-off educational visits or outings
- One-off activities that happen in school
- Swimming sessions
- Individual student behaviour

An exploratory pre-activity visit will be made to all venues to form part of the visit/site specific risk assessment, which will assist with pre-planning of off-site visits. Where possible, copies of the venue's independent risk assessments will be acquired to support the ASPIRE: Lifeskills Learning Centre's risk assessments. If this is not possible

information/advice could be sought from others involved in previous visits or from reliable local guides. A pre-visit must be made and, in addition to the risk assessment, a pre-visit form must be completed with information about the planned trip be provided. This must be signed off by SLT and kept in the risk assessment file.

## **DYNAMIC RISK ASSESSMENT**


The on-going assessments we make throughout the day or throughout a session/activity, are referred to as 'the Dynamic Management of Risk'. This is an alternative to generic risk assessment. Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. In this way we are continually monitoring and reviewing the changing circumstances, especially behavioural, within ASPIRE: Lifeskills Learning Centre and the regular off-site activities our students access. All staff have a responsibility in line with their duty of care and code of conduct for the continual dynamic risk assessment process. To support the generic and dynamic risk assessment process, ASPIRE: Lifeskills Learning Centre staff undertake weekly risk assessment planning for the regular off-site visits that the Head Teacher, or other member of the SLT, will monitor and sign off for the following week's planned activities. An example is shown as Appendix 1.

## **OUR COMMITMENT**

ASPIRE: Lifeskills Learning Centre staff take their responsibilities for the welfare and safety of all very seriously and are committed to promoting and maintaining a centre of excellence in all aspects of our service and the work we do.

## **POLICY REVIEW STATEMENT**

This policy will be reviewed every year or earlier should legislative change or other event require it.

SIGNED:... 

POSITION:.....DIRECTOR

DATE:.....1<sup>st</sup> July 2024

REVIEW DATE:....1<sup>st</sup> July 2025

FOR & ON BEHALF OF

ASPIRE: Lifeskills

## APPENDIX 1

### Student Weekly Activities Risk Assessment

**Name of Student:** JB

**Date of Assessment:** 01.09.20

**For Week Beginning:** 05.09.20

*This Risk Assessment must be completed as soon as the preparations for the following week's plan are completed. Once approved by ASPIRE: Lifeskills Learning Centre SLT, two copies are required - one to be filed in the Learning Centre Office and one to be taken along on off-site activities in student activity planning file. The SLT must be made aware of, and authorise, any subsequent changes in planning, organisation or staffing ASAP.*

#### **1. Places to be visited and times of visits:**

**Monday** – Queens Park, 12.30-1.00 (lunch break), on to Supermarket 1.00-1.30 to buy ingredients for cooking

**Tuesday** – Queens Park, 12.30-1.00 (lunch break), on to Leisure Centre 1.00-3.00 to play Badminton

**Wednesday** – Queens Park, 12.30-1.00 (lunch break)

**Thursday** – Queens Park, 12.30-1.00 (lunch break), on to Gym 1.00-2.30

**Friday** – Queens Park, 12.30-1.00 (lunch break), return to Learning Centre, then on to Climbing Centre 1.00-2.30

#### **2. Staff member supporting during visits:**

**Monday** – GH

**Tuesday** – BMcN

**Wednesday** – DC

**Thursday** – BMcN

**Friday** – RW

#### **3. Transport arrangements for visits (walking, staff vehicle, public transport):**

**Monday** – walking

**Tuesday** – walking

**Wednesday** – walking

**Thursday** – walking

**Friday** – walking then staff vehicle

#### 4. ACTIVITY, RISKS/HAZARDS, CONTROL MEASURES & RISK RATING:

Day, time & Activity	Identified Risk/Hazard	Risk Level – H, M, L	Control Measures in place or to be put in place
Monday 12.30-1.00 Queens Park 1.00-1.30 Supermarket	- Accident/Incident whilst traveling to and from venue/activity - Student showing high anxiety resulting in inappropriate/challenging behaviour - Injury to student during planned activity	Low  Medium  Low	- Safest route pre-planned and taken. 1:1 staff: student ratio. Experienced staff supporting. Individual behaviour management strategies to be implemented. - Staff first aid trained and first aid kit to be on hand. - Accessed venue/activity risk assessed and control measures adhered to.
Tuesday 12.30-1.00 Queens Park 1.00-3.00 Sport at Leisure Centre	- Accident/Incident whilst traveling to and from venue/activity - Student showing high anxiety resulting in inappropriate/challenging behaviour - Injury to student during planned activity	Low  Medium  Low	- Safest route pre-planned and taken. 1:1 staff: student ratio. Experienced staff supporting. Individual behaviour management strategies to be implemented. - Staff first aid trained and first aid kit to be on hand. - Accessed venue/activity risk assessed and control measures adhered to. - BMcN to be lead member of staff as she is a trained fitness instructor.
Wednesday 12.30-1.00 Queens Park	- Accident/Incident whilst traveling to and from venue/activity - Student showing high anxiety resulting in inappropriate/challenging behaviour - Injury to student during planned activity	Low  Medium  Low	- Safest route pre-planned and taken. 1:1 staff: student ratio. Experienced staff supporting. Individual behaviour management strategies to be implemented. - Staff first aid trained and first aid kit to be on hand. - Accessed venue/activity risk assessed and control measures adhered to.
Thursday 12.30-1.00 Queens Park 1.00-2.30 Gym	- Accident/Incident whilst traveling to and from venue/activity - Student showing high anxiety resulting in inappropriate/challenging behaviour - Injury to student during planned activity	Low  Medium  Low	- Safest route pre-planned and taken. 1:1 staff: student ratio. Experienced staff supporting. Individual behaviour management strategies to be implemented. - Staff first aid trained and first aid kit to be on hand. - Accessed venue/activity risk assessed and control measures adhered to. - BMcN to be lead member of staff as she is a trained fitness instructor.
Friday 12.30-1.00 Queens Park 1.00-2.30 Climbing	- Accident/Incident whilst traveling to and from venue/activity - Student showing high anxiety resulting in inappropriate/challenging behaviour - Injury to student during planned activity	Low  Medium  Low	- Safest route pre-planned and taken. 1:1 staff: student ratio. Experienced staff supporting. Individual behaviour management strategies to be implemented. - Staff first aid trained and first aid kit to be on hand. - Accessed venue/activity risk assessed and control measures adhered to. - SP or RW to be lead member of staff as both are qualified climbing instructors

**Assessed by Steve Parkinson**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approved by Vivienne Boulton**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_