

Risk Assessment Policy and Procedure

Policy written:	May 2023
Policy review date:	May 2026
Signed by Director:	<i>E. Barnett</i>

The policy will be reviewed every three years as a minimum, unless lessons learnt or new legislation, national or local guidance suggests the need for an earlier date of review.

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by directors	Date implemented
May 2024	E Barnett	Behaviour risk assessment added in place of trips and visits	May 2024	May 2024

Purpose:

This policy is written in support of Phoenix ND Education Ltd.'s Policy Statement for Health, Safety and Environment.

Policy Statement:

Phoenix ND Education Ltd will comply with all legal requirements concerning the Management of Health and Safety at Work Regulations 1999, which pose a legal requirement to make a written risk assessment for all hazards, so as to determine what measures need to be taken to protect the health & safety of employees/volunteers. These must be renewed at regular intervals, e.g. annually or immediately if circumstances change.

RISK ASSESSMENT POLICY

1. Introduction/Definition

- 1.1 Under the Management of Health and Safety at Work Regulations 1999 (MHSWR), the employer must make an assessment of risks to the health and safety of employees and others.
- 1.2 The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- 1.3 Although the phrase "risk assessment" may conjure up images of a complex process of judgement, based upon skilled technical knowledge, the assessment is in fact nothing more than a careful examination of what is likely, in the workplace, on a community visit or across the organisation as a whole, to cause harm to clients, staff, visitors or anyone else who could be affected by the Phoenix ND Education Ltd activities. In addition risk assessment will identify risks to the organisation in being able to meet its operational and financial objectives whilst maintaining a quality service. From this information the Phoenix ND Education Ltd can then weigh up whether or not there are sufficient precautions in place, or more needs to be done to prevent that harm/threat materialising. The primary aims are to make sure that Phoenix ND Education Ltd remains a viable organisation fit for its purpose, that no person suffers harm due to conditions either in the workplace, or as part of their clinical treatment due to poor working practice or errors in community care. The enlightened employer can take decisions, provide guidance and apply protective and preventive measures to assure itself that systems are in place to create a safe environment and meet its financial and operational obligations.

2. Identification of Risks

- 2.1 Risks are primarily identified through the risk assessment process; however they can be identified through a number of other avenues. National Patient Safety Agency or internal i.e. incident reports and reports issued by external bodies.
- 2.2 Organisational risks are identified through threats to the financial and operational performance of Phoenix ND Education Ltd and through failure to meet contractual targets. Any risk identified should be reported to the Management team
- 2.3 Care Risk Management is a process where risks associated with clients are identified and analysed. Steps are then taken to reduce, control, or eliminate the risk - an example of a management plan for outings can be found in appendix A.
- 2.4 The aims of Risk Assessments are to identify what potential or actual risk clients and staff face when accessing the services provided, by reviewing the following areas:
 - Training and Supervision
 - Management of activities
 - Written Protocols and Guidelines
 - Record Keeping

- Complaints and Claims Management
- Induction of staff
- Equipment
- Incident Reporting
- Risk Assessment

2.5 Local ownership of the assessment is essential in identifying potential or actual risks for which measures can be put in place to remove or reduce the likelihood of occurrence.

3 Aims and Objectives

- 2.1 To ensure compliance with relevant legislation, in particular with the requirements of the Management of Health and Safety at Work Regulations (1999).
- 2.2 To undertake a suitable and sufficient assessment of all workplace risks, identifying hazards and judging the level of risk.
- 2.3 To eliminate or reduce, as far as reasonably practicable, all unacceptable risks by the implementation of appropriate alternatives or control measures.
- 2.4 To record and review assessments at an appropriate frequency.
- 2.5 To provide suitable information, supervision and training to enable effective risk assessments to be carried out.

3. Responsibilities.

3.1 Management team

The management team of Phoenix ND Education Ltd has the overall responsibility, statutory and operational, for managing health and safety.

3.2 The Manager

- Will ensure that an assessment of risks for the areas under their control is performed.
- Actions are identified and implemented.
- The results of the risk assessment are documented and kept.

3.3 All staff, including contractors

- Will ensure that they participate as requested in the risk assessment process and use/maintain any control measures identified as being necessary to minimise risks.
- Will ensure Care Management plans are completed and used.

4. Arrangements.

- 4.1 Assessments will be recorded on the Phoenix ND Education Ltd Risk Assessment Form in accordance with the Risk Assessment Procedure (see appendix A)
- 4.2 Copies of completed risk assessments will be reviewed and monitored on a regular basis.
- 4.3 Records will be held by the Manager and will be available to staff for information and also for audit purposes.
- 4.4 All assessments will be entered in the Risk Register.

5. Training

- 5.1 Staff undertake risk assessment training.

6. Slips, Trips and Falls

- 6.1 All slips, trips and falls hazards are risk assessed in accordance with this policy.
- 6.2 All slips, trips and falls are reported.
- 6.3 Health and Safety training will raise awareness to all staff relating to all slips, trips and falls.

7. Risk Register

- 7.1 The Manager is responsible for ensuring that risks are reviewed and the register is updated.
- 7.2 Reported risks are reported to and reviewed by the management team on a quarterly basis.

8. Acceptable Levels of Risk

- 8.1 It is accepted that it is neither realistic nor possible to totally eliminate all areas of risk. It is however feasible to develop a systematic approach to the management of risk so that adverse consequences are minimised or, in some cases, eliminated.

9. Monitoring

- 9.1 The quality and content of risk assessments will be monitored on receipt by AP Manager or Director.
- 9.2 All incidents related to slips trips and falls will be monitored as part of the quarterly report to the Management Team

Five Key Steps in the Risk Assessment Process.

Step 1 Observe the workplace/venue/learning space/ activity overall and then systematically address individual areas including processes and equipment.

Step 2 Decide who is likely to be harmed and how.

Step 3 Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or not. When you have assessed the need for action, it is then necessary to address the question of controlling the hazard.

E: *Eliminate*

Can the hazard, product, or process be eliminated completely?

R: *Reduce*

Can the level of exposure to the hazard be lessened, or can a less hazardous substitute be used?

I: *Isolate*

Can clients/staff be isolated from the hazard or can the hazard be isolated from the clients/staff

C: *Control*

Can the hazard be controlled by:

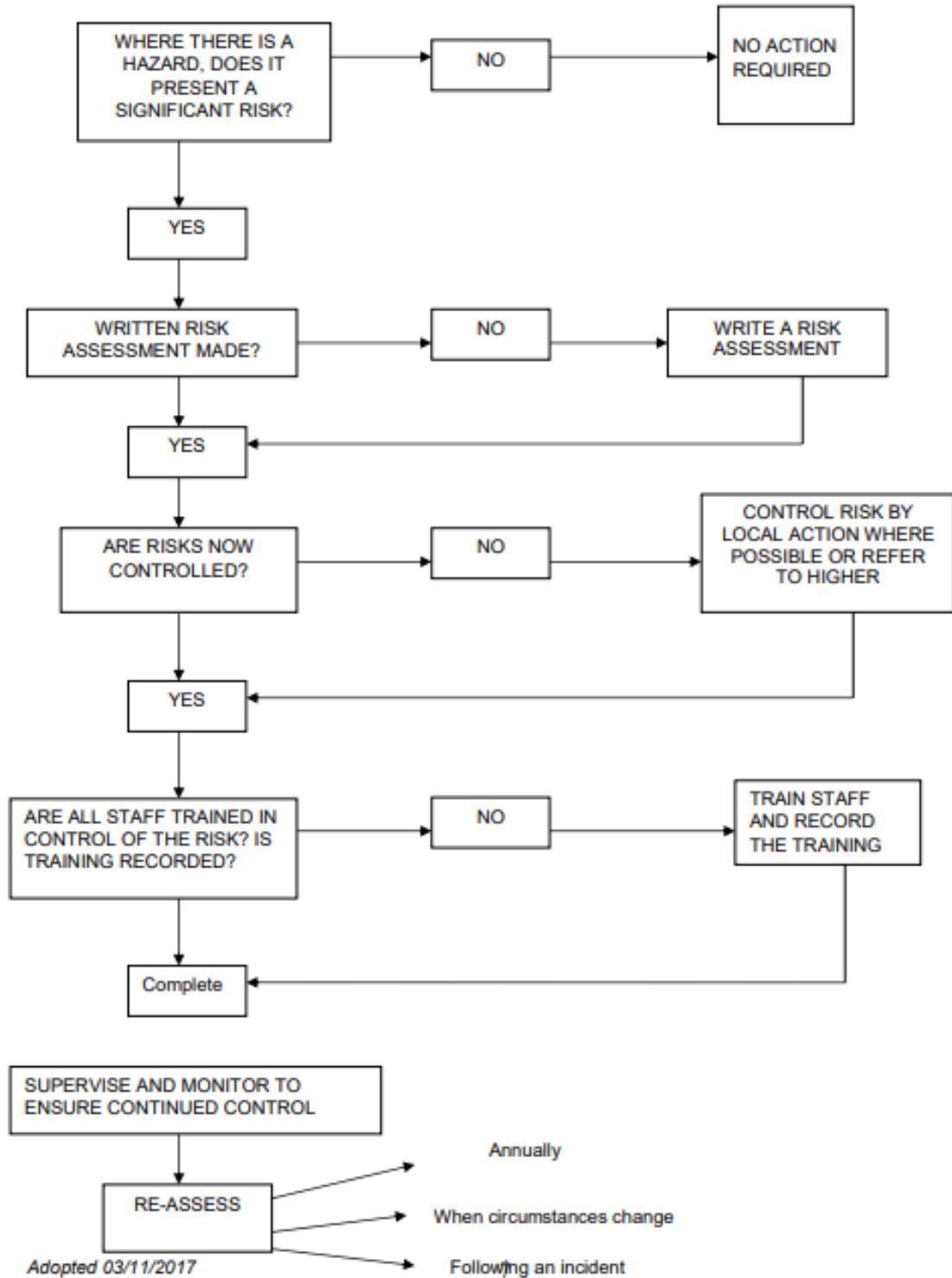
- Methods of work/Procedures
- Training
- Information
- Instruction
- Supervision
- Or provision of protective equipment?

Step 4 Report your findings. Record your findings on the risk assessment form. Using the risk assessment matrix, categorise the risk factor to provide an indication of significant risks that need urgent attention. Record control measures to be taken to eliminate/reduce the risk.

Step 5 Review the assessment regularly, especially when new staff, new equipment or new methods of work are introduced, at a minimum of three monthly intervals. Revise if necessary.

In any event all risk assessments for spaces and activities used on a regular basis must be reviewed annually and evidenced that this has taken place. Spaces and activities undertaken on an ad hoc basis will be reviewed each time they are used.

Risk Assessment Process



Appendices

A) Risk Assessment for home tuition and home visits

B) Behaviour Risk Assessment

Appendix A - RISK ASSESSMENT - Home Tuition and Home Visits

Date	
Assessor	
Approved By	
Review Date	

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999

RISK ASSESSMENT RECORD

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Home Tuition and Home Visits

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1-6 LOW RISK Monitor 8-12 MEDIUM RISK Monitor, review & reduce risk where possible 14-25 HIGH RISK Further Action Required

1.Hazards Identified and potential harm it could cause	2. People At Risk	3.Controls in Place	4.Risk Rating				5. Further Action Required/ Recommendations	6.Target Date for Completion
			L	S	Score	Risk		
No adult present		Staff not to stay if appropriate adult not present					Record visit in log Report to SLT /manager Letter to parent	
Aggressive Pet		<ul style="list-style-type: none"> Tetanus injection Hepatitis injections Ask for animal to be in alternate room or outside during tuition 					Report to police Letter to parent Use of alternative premises	
Aggressive Pupil		<ul style="list-style-type: none"> Avoid confrontation Leave session if pupil does not calm. Inform SLT & complete relevant reporting forms 					Report to police	
Staff threatened by parent in home		<ul style="list-style-type: none"> Staff to leave Report to SLT/line manager Seek medical advice if needed 					Report to police Use of alternative premises or adult	

Staff 'tricked' into entering house and detained		<ul style="list-style-type: none"> ● Contact school if possible ● Staff routine to contact staff at set times each session with agreed message to confirm safety. 					Report to police	
Unacceptable behaviour to/by members of family witnessed		<ul style="list-style-type: none"> ● Leave premises ● Contact school/safeguarding 					Report to appropriate service, e.g. police, social services	
Illegal substances visible		<ul style="list-style-type: none"> ● Explain situation to parent ● Leave premises ● Inform SLT/line manager 					Letter to parent before next session	
Theft of items from tutor		<ul style="list-style-type: none"> ● Do not take valuable items or large amounts of money to tuition. ● Explain situation to parent ● Inform SLT/line manager 					Report to police	
Tutor involved in accident on route to/from venue		<ul style="list-style-type: none"> ● Tutor to phone manager on arrival and departure at each venue ● Emergency contact details for home tutor to be held in school 						
							Refer to Lone Working Risk Assessment	

Personal Safety Guidelines for Home Tutors

- Always have a mobile phone charged and available
- Do not give your address or home/mobile phone numbers to pupils and/or parents and do not contact them on your home or mobile phone as they can then access your personal numbers.
- Do not give your mobile phone to the young person to use for any reason

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- Keep your personal items, purse/wallet, car keys, etc safe and secure
- Ensure the venue is suitable for tuition and that there is table and chairs available – visit first
- Arrange for an appropriate adult to be present if tuition is in the home or use a public building, e.g. library
- Ensure your school/service has a copy of your tuition commitments and venues
- Arrange regular contact with school/service i.e. a minimum of on arrival and departure from each session
- Give an emergency contact name and number to your school/service
- Keep a diary of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with pupil and/or parent
- Ask for a copy of any individual pupil risk assessments for your information. Compile your own risk assessment of each venue you use.
- Report any concerns to school/service as soon as possible.



Unlocking Knowledge. Igniting Potential

Appendix B - Risk Assessment – Behaviour

Pupil name:

Risk Assessor:

Date:

Premises:

Individual Behaviour Objective: (Also on PLJ) I am learning to ...

Potential Risk	Who may be harmed	Risk Rating L, M, H, E	Existing Control Measures	Further Action Necessary

Signed Parent:		Date:
Signed Assessor:		Date:
Signed Management:		Date:

Date for review: