

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Risk Assessment Policy



“Sensible risk management is about practical steps to managing real risks not bureaucratic back covering. Address the real risks, not only to learners, but also to the health and well-being of staff. Remember, risk assessment is just good planning – keep it fit for purpose and act on it.”

All staff at Build-a-Future are fully committed to promoting the safety and welfare of all in our School so that effective education can take place. Our priority lies in ensuring that all the activities within the School both in educational and support, are delivered in a safe manner that complies fully with the law and with good practice.

### What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. All learners and staff are aware that they need to receive a full induction when starting Build-a-Future.

### What areas require risk assessments?

There are numerous activities carried out in the School each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips.

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Risk assessments are also needed for many other areas including:

- All vocational subjects
- ICT
- Sporting activities
- Classroom subjects
- Canteen facilities

At Build-a-Future we make use of model or generic risk assessments for our educational activities and visits.

### Pastoral

The focus of our pastoral policy is to ensure that every learner leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our qualifications and morning briefs are directed towards promoting an increasing understanding as the learner develops, of the risks that exist in both the real and the electronic world and on sensible precautions that should be taken.

### Medical and First Aid

The accident book is located in the site office and every instructor is responsible for ensuring that accident reports are passed to the School Manager. In the event of a medical emergency the School Manager is responsible for reporting any accident that occurs on site premises to a learner, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children and are not allowed to work in the UK.

### Support Areas

- **Cleaning:** risk assessments and training is required for every item of cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Security:** risk assessments cover every subject area and emergency exits are in the School. Risk assessments also cover manual handling and working at heights. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Maintenance:** risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, control of contractors on site, electricity, gas, water, and the control of substances hazardous to

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health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- Grounds: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

### Conducting a risk assessment

Our policy at Build-a-Future is not to carry out any high risk activity. Activities involving learners are normally low risk. Learners are always given a safety briefing before participating in new activities and are expected to wear protective equipment and to follow instructions. All members of staff and learners are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

### Specialist Risk Assessments

The School arranges for specialists to carry out the following risk assessments:

- Fire safety
- Gas safety
- Electrical safety

### Reviews

All risk assessments are reviewed and recorded when major structural work is planned or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits.

### Responsibilities of all Staff

All members of staff are given a thorough induction into the School's arrangements for risk assessments and health and safety (which is recorded). 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 learners and visitors. All members of staff are responsible for reporting any risks or defects to the Headteacher or Site Manager.