

RISK ASSESSMENT POLICY

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Policy next due review	February 2026

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to risk assessment and health and safety.

Policy Statement

Star Light Alternative Provision recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of organisation, including the statutory duty on employers to conduct regular health and safety risk assessments.

The school is committed to ensuring the health, safety and welfare of its staff, so far as is reasonably practicable, and of all other persons who may be affected by our activities including service users, their relatives and visitors.

This policy will be reviewed annually or should a change, amendment or update is required a early review will take place.

Risk Assessment Policy

The following points constitute the policy of this organisation.

Children and Adults accessing Services within the building.

- All equipment and products used within Star Light Alternative Provision premises will be safety checked and suitable for the usage it is provided for.
- Children accessing the premises with their parents/carers will be under the supervision of their parent or carer at all times. Star light do not accept any responsibility for any children or adults taking part in organised activities or events.
- All services users entering the building will sign into the building as per fire safety protocol.

Children and Young People Attending the school

1. A risk assessment should be undertaken, by a trained and qualified person, of the potential risks to other children and staff associated with delivering any educational activities before the young person is in the care of the school— where appropriate this should include risks associated with assisting with medication and other health-related activities and should be updated annually or more frequently if necessary.

2. The manner in which the risk assessment is undertaken should be appropriate to the needs of the individual child whose views, and those of their parents/carers or advocates, should be taken into account.
3. A comprehensive plan to manage the risks be drawn up, in consultation with the young person, parent/carer and main school or referring agency, a copy should also be placed on the personal file kept in the agency office; this risk management plan should be implemented and reviewed annually or more frequently if necessary.
4. New risks which arise (including defective appliances, equipment, fixtures or security of the premises) should be reported by teachers, support staff to the head teacher or lead.
5. Only staff who are both trained to undertake risk assessments and competent to provide the care should be assigned to emergency situations and where pressure of time does not allow a risk assessment to be undertaken prior to provision of the care or support.
6. A responsible and competent person will be on call and contactable at all times when school related activities are running.

School Holiday clubs and HAF.

- Any student attending the school that attends one of the holiday schemes that are run will be considered under the HAF guidelines
- Any Child with SEND needs attending activities with or without a parent will be called prior to the event to carry out an individual risk assessment and share information to clarify if the event is suitable for their specific needs and requirements.
- Any medication administered to children while accessing the HAF activities by Star Light employees will be considered under the Administration of Medication Policy.

Health and Safety Risk Assessments

Star Light Alternative Provision recognises that risk assessments are a legal requirement under regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSWR). The organisation believes that risk assessments should identify hazards and resulting risks to employees and other persons who may be affected by work activities. The organisation understands a hazard to be the potential for harm, and risk is the likelihood of that harm actually occurring and the severity of the harm (eg slight injury, major injury, death).

The organisation will fully implement regulation 3 of Management of Health and Safety at Work Regulations 1992 which requires employers to:

1. make an assessment of risks to employees

2. make an assessment of risks to others who might be affected by work activities such as service users, contractors, visitors and the public
3. clearly identify the measures needed to protect the persons
4. review the assessment and make necessary changes if: there is any significant change which affects risk (eg a new employee, machine or service user)
5. there is reason to think it is no longer valid
6. any group of employees identified by it as being particularly vulnerable.
7. The organisation will include the following as areas of potential hazard or risk:

Hazardous Substances.

hazardous substances within the scope of the Control of Substances Hazardous to Health Regulations 2002 (eg chemical hazards, drugs, sharps, body fluids, hazardous waste) and others not currently covered by COSHH (eg lead, asbestos and substances which are hazardous for reasons other than their toxicity, ie those which are flammable, or which enhance combustion, react violently, etc)

1. manual handling and the moving of service users
2. use of display screen equipment (eg computers)
3. electrical hazards
4. work equipment and machinery
5. workplace hazards (eg space, clutter, lighting, heating, ventilation, tripping hazards, safe access, inadequate sanitary facilities, eg toilets, drinking water)
6. emergencies (eg fire, injuries requiring first aid, dangerous spillages, etc)
7. violence or threats and abuse.