



Risk assessment policy and practice

October 2015

Review March 2016

RISK ASSESSMENT POLICY

AIMS

The aim of this policy is to set out expectations with regard to assessing risk within the Exceptional ideas organisation. The nature of work undertaken by the organisation requires all staff to understand how to assess risk through our formal processes and informally when undertaking direct work with students.

This policy is a guide to our formal risk assessment procedures and informal risk management. The Appendices contain the forms required.

GENERAL PRINCIPLES

Exceptional ideas consider comprehensive risk management to be crucial in maintaining the safety of the students and staff alike. We use a cyclical approach using the key stages of Assessment, Planning, Implementation and Evaluation. It is expected that Risk management is undertaken by all staff and that all involved agencies should be involved in assessing risk. This results in a unified plan. Adherences to DFE and legal requirements are integral to this policy. This policy should be read in conjunction with the schools Health & Safety policy and school Fire risk assessment

ROLES and RESPONSIBILITIES

The Directors / Head Teachers of Exceptional ideas ultimately hold responsibility for managing the Risk Management process. Any activities or issues that relate to risk should be discussed with one of the company directors and any significant events must be recorded in the pupils file and brought to the attention of one of the directors as soon as is possible. It is expected that all staff will familiarise themselves with the contents of formally assessed risks as detailed in the process below.

Directors will scrutinise all risk assessment changes before they are uploaded to the cloud information system. Parents are shared the outcome reports on risk management following each 8 weekly review.

Risk assessments will be scrutinised and reviewed by a Director following each incident reported.

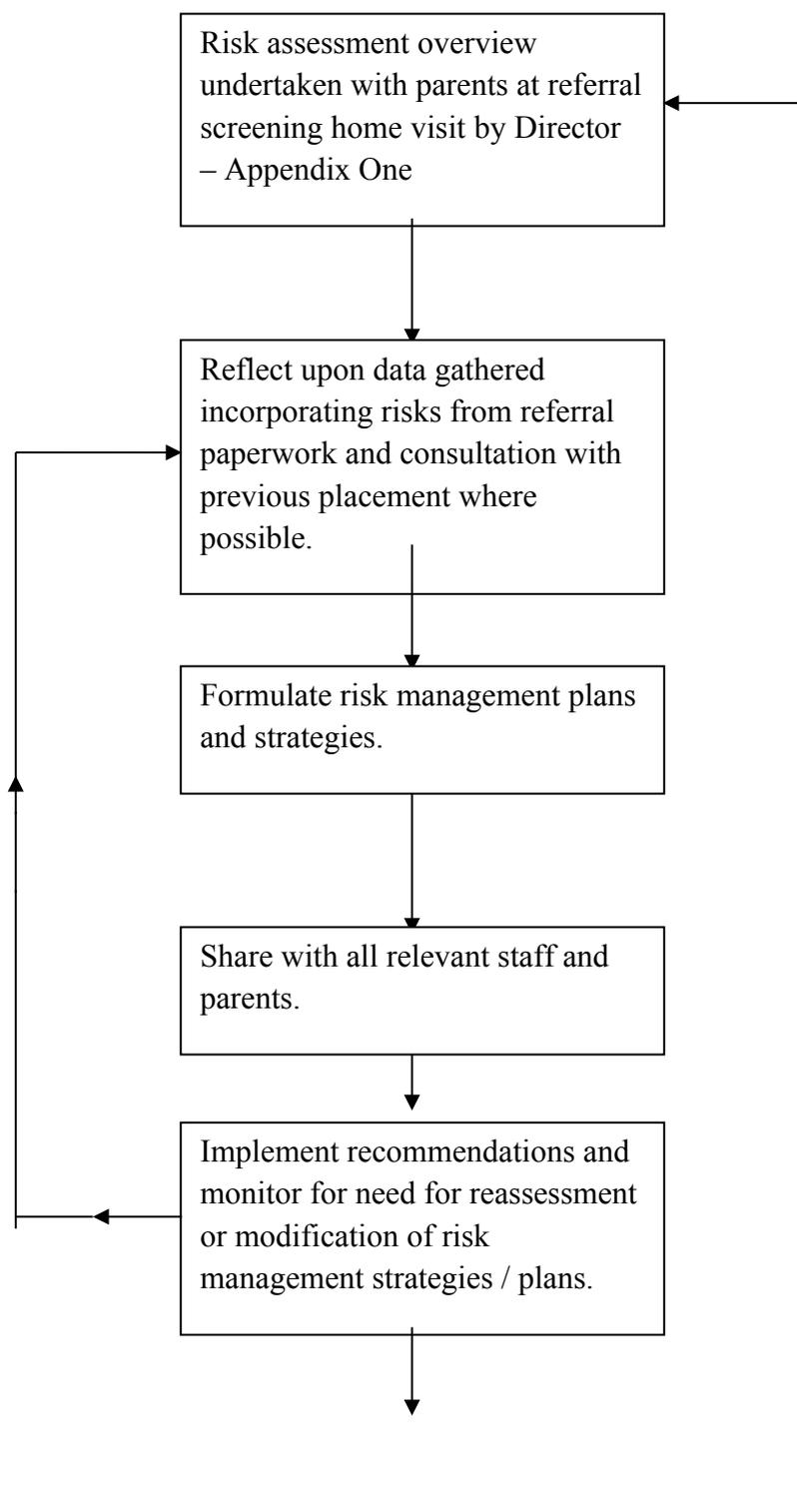
1.1 RISK OVERVIEW

Following receipt of referral to Exceptional ideas one of the company Directors will visit the family to undertake a formal Risk overview Assessment. This will determine levels of risk from past present and possible future risks over key areas. Please see appendix one.

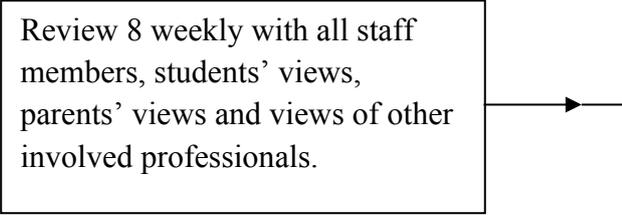
Once complete the Director Will liaise with other involved professionals to ascertain their views of risk levels. These views will then all be amalgamated to produce the completed risk assessment overview paperwork.

This paperwork will be used to inform all Exceptional ideas staff of their role in maintaining safety and for preventing risk for the young person concerned.

Flow chart – Risk assessment overview process.



Review 8 weekly with all staff members, students' views, parents' views and views of other involved professionals.



1.2 SPECIFIC ACTIVITY RISK ASSESSMENT

Where specific activities deviate from what may be described as usual school activities an individual risk assessment will be undertaken to ascertain what risk may be present and to prevent any difficulties that may be present. This would also be used for full day school excursions. It is imperative that parents are involved in this risk assessment and that staff and parents' views are recorded on the appropriate form. Appendix two. -

1.3 WORK EXPERIENCE RISK ASSESSMENT

A full risk assessment will be completed with the prospective employer in the work place using forms in appendix three. Views of parents and staff will also be incorporated into this assessment. The student will then visit the workplace with a member of staff to ascertain the students view with regard to probable risks and implementation support plans will be written to agree steps needed to minimise risk. An assessment of risks in the workplace environment is also part of the process.

1.4 HOME VISIT RISK ASSESSMENT

A risk assessment for staff undertaking visits to the student's home will be completed by one of the company directors. This will take on board guidance regarding home visits as stated in the Therapeutic policy and process. Staff will then agree any proposed steps deemed necessary prior to visiting the student's home. Forms to be completed are in appendix four.

1.5 FIRE RISK ASSESSMENT

A fire risk assessment will be undertaken in line with DCSF and Health and safety at work legal guidance to ascertain measures needed to minimise risks for staff students and visitors using the building. This assessment will be reviewed on a six monthly basis. Further guidance may be obtained in the exceptional ideas Health and safety policy.

1.6 COSHH ASSESSMENT

A full assessment of the companies' buildings will be undertaken by the company directors to ensure compliance with Control of substances hazardous to health legal requirements. This will be reviewed on a six monthly basis and shared with all staff in weekly meetings.

1.7 HEALTH AND SAFETY ASSESSMENT

Health and Safety risk assessment is covered in the Exceptional ideas Health and Safety policy. It is the responsibility of all staff to report any matters arising that may need intervention to the company directors as soon as is practically possible.

1.8 DYNAMIC RISK ASSESSMENT

All staff at Exceptional Ideas Ltd will participate in Dynamic Risk Assessment, management and review for each student on roll at the School.

The risk assessment is derived from information gained during the induction period undertaken during the baseline assessment period.

The approach results in measurable risk that allows progress or deterioration to be tracked. The risk assessment will be reviewed 8 weekly by all staff. Staff in attendance at the review will be recorded on the risk assessment. Any absent staff should familiarise themselves with the reviewed content at the earliest opportunity and record that they have done so.

Please see the attached sample for the Dynamic Risk assessment.

REVIEW

This policy will be reviewed on an annual basis by the Exceptional ideas company directors.