

50-50 SYNC – Risk assessment policy

1. Introduction

The Health and Safety Executive refers to the following 5 steps to Risk Assessment:

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record findings
5. Review your assessment and revise if necessary

In our settings risk assessment can take the form of moment by moment dynamic risk assessment, periodic risk assessment done on a predictive cycle, or risk assessment instigated by a particular occurrence or set of circumstances.

Individual child Risk Assessments start with the admission process for each young person.

2. Quantification of risk

Our quantification of risk makes use of a Risk Evaluation Table, included in this document as an appendix, and also appearing in other documentation mentioned in the following sections.

3. Risk assessment training

Risk Assessment training is part of the induction process for new staff appointed to work at 50-50 SYNC. Briefing on specific risk assessment tasks and responsibilities are part of this process. Refresher training is provided on an annual basis, with additional support identified and delivered through both regular and focused professional development meetings.

4. Risk assessment within our structures

References to risk, risk assessment, risk management and minimizing risk are present in a range of documentation either directly or indirectly. Risk assessments occur throughout the organisation at establishment level, at individual child level, premises level and organisational and operational levels.

References to risk in specific areas are included in the relevant policies.

- a. 50-50 SYNC CIC 50-50 SYNC CIC operate on various school sites. We are under the guidance of these organisations overall risk assessment policies, however, where 50-50 staff undertake an area of work, they will always implement and conduct risk reducing measures. Where needed they will record and inform their designated lead or manager of all assessments, updates and amendments.
- b. Meetings at which risk is actively considered:
 - Directors Meetings
 - Daily updating and reporting
 - SLT Briefings and Meetings
 - All Staff Team Briefings and Meetings
- c. Monitoring risk and risk assessments
Other structures that have an inbuilt monitoring role are:
 - School and Local Authority Placement Referrals
 - Ofsted inspections
 - Placing authorities are automatically updated about children and young people's individual RA's

5. Review

This document will be evaluated and reviewed within two years of its current date.

Policy Reviewed on: April 2018

Policy Reviewed by: Rod Douglas

For Venue Details:

Alternative Education Provision (AEP)
Horsemoor Green Community Centre
Spitfire Close,
Langley,
Slough
SL3 8JU

Who is responsible for doing it and by when?

All 50-50 SYNC staff must continually assess the risk levels within the venue and any additional areas where activities, sessions and lessons take place.

They must refer to the Risk Assessment Form for the venue name and add to when needed themselves and/or inform any amendments and additions to your line manager.

Write the name of the person responsible and his/her position.

Then insert a realistic date for completing the things that need to be done.

Use the Tick, sign and date when completed column to record the progress you have made

EXAMPLE COPY:

What is the hazard and who might be harmed?	<p>The playground area entrance and the building access and digress.</p> <p>Other users and groups using the same area at the same time.</p>			
What is already being done?	<p>The pupils using the MUGA will be supervised and those on the Individual Pupil Support programme (IPS) might be escorted around by one LAB tutor or a manager during designated times.</p>			
What are the benefits to the school and pupils?	<p>50-50 SYNC CIC delivers structured Break Time zones (BTZ) and Lunchtime Zones (LTZ). These are also known as learning and leading zones</p> <p>The activities and systems are designed for pupils to embed the LAB principles, learning processes, character education. Pupils practice responsibility and key skills daily through Leadership programme.</p>			
What is the remaining risk, based on likelihood and impact?	<p>Remaining risk calculated as being at 3 for likelihood and 2 for impact, equals 6 meaning further action needed.</p>			
What further action is needed?	<p>The LAB tutors will continually assess the pupils conduct and ensure they are safe to themselves and to other people.</p> <p>They will report any first aid and behaviour incidents through the school system. They will also notify their immediate line manager.</p>			
Who is responsible for taking further action and by when?	<p>50-50 LAB Manager and designated 50-50 Managing Director will be responsible for updating any changes and taking further action if needed.</p> <p>To be monitored Daily.</p>			
Tick the appropriate box for risk likelihood and seriousness of impact:	Likelihood			
	Very likely	Fairly likely	Fairly unlikely	Very unlikely
	Level of seriousness of impact	Very serious impact	Fairly serious impact	Minor impact
			✓	
Sign & Date	Signed:		Date:	