



Policy document control box	
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Signed by Head of Centre	<i>Christina Pepper</i>
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Signed by Chair of Trustees	<i>Alasdair Pearson</i>
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Purpose

This policy concerns the procedures and practices RBR will carry out to identify the risks to all staff, volunteers, students, visitors or members of the public while on RBR property or carrying out RBR activities..

The purpose of a risk assessment is always to ensure that potential risks are identified, considered and minimized, but it is inconceivable that risk can be entirely removed from all aspects of RBR life, indeed there is a growing school of thought that it is beneficial for students to manage some level of risk themselves during certain activities.

Scope

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that students learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity.

Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and students safe and manage risks effectively.

The Head of Centre holds the responsibility for ensuring that risk assessment practice is strong and complies with the requirements of the health and safety policy.

The Head of Centre may be the identified person for health and safety and, therefore, for ensuring all risk assessments are performed and complied with, or may delegate that responsibility to a member of staff, known as the competent person.

The Trustees have overall responsibility for health & safety and will review this policy on an annual basis. The Trustees (or one trustee on their behalf) will carry out an inspection of risk assessments at least once a year.

Employees must ensure that they comply with requirements to carry out and publish a risk assessment for any room or activity for which they are responsible.

Students must ensure that they comply with all requirements identified within any risk assessment.

Policy statement, provision and safeguards

The Head of Centre or competent person will ensure that appropriate and effective risk assessments are carried out for the following areas:

- each room within the centre;
- all activities;
- any work that takes place outside the centre;
- each student that is referred to the centre.

In ensuring appropriate and effective risk management practice is pursued, centres will take heed of the following advice in the DfE's 2013 guidance:

“Sensible management of risk does not mean that a separate written risk assessment is required for every activity.”

RBR should always take a common sense and proportionate approach, remembering that, in schools, risk assessment and risk management are tools to enable children to undertake activities safely, not to prevent activities from taking place.

Sensible risk management cannot remove risk altogether. Good risk management should avoid needless or unhelpful paperwork. Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a

review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

The Head of Centre or competent person must ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned.

Where a risk assessment is carried out, the Head of Centre or competent person must record the significant findings of the assessment.

RBR staff need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, e.g. taking students to a frequently used local venue. Any risks attached to these routine activities should already have been considered when agreeing the school's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

Risk assessments will:

- be completed for each student during their induction period, and updated as required;
- have been completed for all rooms / teaching areas and trips, but will be reviewed annually - should any new accommodation become available, a risk assessment will be completed before it is made available for use;
- be dated and carry clear indication as to who completed the assessment.

As previously stated the person with ultimate responsibility for ensuring all elements of this policy are met is the Head of Centre, but he/she may devolve responsibility to the competent person for the centre: the person actually completing the assessment will vary. For example, for room usage it will be the most frequent user of that room, for a student it will be the person who will 'keywork' that student and for trips it will be the lead person for the activity.

NB: The Head of Centre may elect to ask one member of staff to produce all final risk assessments (based upon conversations with appropriate staff and students) or employ a person specifically for that purpose.

Legislation and Guidance that informs this policy:

- Health and Safety at Work Act (1974)
- Health and Safety: Advice on Legal Duties and Powers (DfE 2013)

Other RBR policies that should be read in conjunction with this one:

- Health and Safety
- Code of Conduct for all Red Balloon Staff
- First Aid