

MY OASIS

Therapeutic Alternative Provision

Risk Assessment Policy

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My Oasis Therapeutic Alternative Provision (TAP) is committed to managing health and safety within the business by controlling risks at the provision. This policy applies to the whole provision.

This policy has been drawn up with regard to the following:

- Handbook for the Inspection of Schools: The Regulatory Requirements Part 3 (www.isi.net).
- Department for Education Guidance - Health and Safety: Responsibilities and duties for schools.
- The Management of Health and Safety Regulations 1999 – Section 3.
- Health and Safety at Work etc. Act 1974.

All independent schools are legally required to have a risk management strategy in place and to undertake risk assessments for activities which are under their control.

Objectives of the Policy

The objectives of the policy are:

1. To seek to identify, so far as practicable, all risks facing My Oasis Therapeutic Alternative Provision.
2. To carry out a risk assessment in order to identify how such risks might be controlled.
3. To record and make available the outcome of the risk assessments.

Levels of Responsibility

The ultimate responsibility for Health and Safety in the provision rests with the Governors and the Head of the Provision. Day-to-day management is delegated to the Senior Leadership Team and the Health and Safety Officer (Sarah Brady).

Related Policies

The Risk Assessment Policy should be read in conjunction with the following policy documents:

- Health and Safety Policy.
- Safeguarding and Child Protection Policy.
- Educational Visits Policy.
- First Aid Policy.

What is a risk assessment?

A risk assessment can be defined as:

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

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability or likelihood of the hazard occurring.
- 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 in place in order to minimise the consequences of unfettered risk, e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance.

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling student rolls), compliance

(child protection issues) and environmental (asbestos, legionella) and should be systematic with a view to promoting young people's welfare.

The provision will follow the Health and Safety 5-stage approach to Risk Assessments:

Step 1 – Identify the hazards.

Step 2 – Identify who might be harmed and the degree of severity.

Step 3 – Evaluate the risks and decide on precautions.

Step 4 – Record and implement findings.

Step 5 – Review the assessment and update if necessary.

Risk assessments are often ongoing and are therefore regularly updated depending on any changes in circumstances or after incidents occur.

Why have risk assessments?

Risk assessments are a legal requirement, but they are also a logical course of action. By focusing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

At My Oasis, our risk assessments are live meaning that appropriate staff can review and update them when required and necessary.

Preventative measures are often simple and cost-effective, such as the application of hazard warning tape to a trip hazard or ensuring that chemicals are properly stored in locked containers.

What areas require risk assessments?

There are numerous activities carried out at My Oasis Therapeutic Alternative Provision, each of which requires its own separate risk assessment.

The most important of these cover:

- Individual Student Risk – A thorough risk assessment is completed when a student is referred to My Oasis.
 - Site Safety and Security.
 - Fire safety, procedure and risk assessments.
 - Educational visits and trips.

However, risk assessments are also needed for many other educational and vocational activities including:

- Science experiments.
- Beauty practicals, equipment and materials.
- PE activities, such as boxing skills.
 - Art.
 - Music.
 - Drama.
 - ICT.

At My Oasis we ensure we constantly develop and update all risk assessments when new students start their placements.

Safeguarding and Child Protection

Our Safeguarding and Child Protection Policy and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the provision 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. By extending this regime to Governors and volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Procedure to be followed

All new members of staff are given an induction into the provision's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. All staff responsible for completing risk assessments will be provided with training to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

Staff wishing to carry out an activity off-site or at My Oasis such as cooking, an art project, a science experiment etc should complete a risk assessment form (hard copies may be obtained from the Office and electronic copies are available online via the Shared Staff One Drive). All risk assessments must be submitted to the Head of the Provision in the first instance prior to any trip or event being booked. A copy of the approved risk assessment will be retained in the appropriate file with other associate documentation which is held in the Office. Responsibility for the completion of the risk assessment form lies with the staff member in charge of the visit.

Staff are also instructed in the completion of individual student risk assessments; these form part of the new referral induction process and are vital in keeping everybody safe. Staff regularly review these prior to planning and undertaking any activities.

Risk assessment forms are reviewed, their effectiveness is evaluated by the student's mentor/Health and Safety Officer at the end of each visit/activity and a note will be retained on file of any amendments which will be required for future visits.

All Risk Assessments are reviewed at least once per year however majority are live risk assessments meaning that they are reviewed and updated continuously throughout the year some even every week. All risk assessments are reviewed by the head of the Provision, Governors and the Health and Safety Officer in conjunction with other appropriate staff members.