

# Louie's Helping Hands

## RISK ASSESSMENT POLICY

**CHAIRPERSON: SARA LLEWELLYN**

**DATE AGREED: 22 FEBRUARY 2017**

**DATE OF NEXT REVIEW: 22 FEBRUARY 2018**

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND  
SIGN TO THE EFFECT THAT THEY HAVE READ AND  
UNDERSTOOD ITS CONTENT**

# Louie's Helping Hands

## Risk assessment policy

### WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or 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 put 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 pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

### WHY HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement. By focussing 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.

It is not only a legal requirement, but also the Louie's Helping Hands firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in the Charity on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and all therapy outings.

### WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are many activities carried out in Louie's Helping Hands, each of which requires its own separate risk assessment.

The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Daily activities within the school

## MEDICAL AND FIRST AID

The person responsible for reporting accidents is the board of trustees. An accident book is in the therapy room and office. The Charity keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

## CHILD PROTECTION

The Charity's Child Protection Policy together with the safeguarding policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the charity 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 volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

## RESPONSIBILITIES OF ALL STAFF

All members of staff are given an induction into the charity's arrangements for risk assessments and health and safety by the trustees. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the board of trustees to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the board of trustees.

Please read this policy in conjunction with and referring to;

- Child Protection Policy
- Fire Safety Policy and Fire Risk Assessment in separate book
- Health & Safety Policies
- First Aid Policy
- All separate risk assessments

This policy was adopted by: Louie's Helping Hands	Date: 19 <sup>th</sup> May 2016
Reviewed on: 22 <sup>nd</sup> February 2017	Signed: <a href="#">S J Llewellyn</a>
To be reviewed: 22 <sup>nd</sup> February 2018	