

All statements regarding Hopewell School should be read as covering Hopewell School and motorvations@hopewellschool.

## **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 Hopewell School. 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.

#### 4.1 MEETINGS AT WHICH RISK IS ACTIVELY CONSIDERED

- Governors Meetings
- SLT Meetings
- Staff Meetings
- Return to work meetings

#### 4.2 MONITORING RISK and RISK ASSESSMENTS

Other structures that have an inbuilt monitoring role are:

- Reg 33 visits
- Reg 34 reports
- Head Teacher Termly Reports to Governors
- 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: May 2018

Policy Reviewed by: Susan Mayo

Ratified by Governors: *Date to be confirmed*

**RISK EVALUATION TABLE**

**LIKELIHOOD**

	<b>Catastrophe 5</b> <i>(Loss of services for long period of time / multiple fatality)</i>	<b>Major 4</b> <i>(Loss of services for more than seven days and/or fatality)</i>	<b>Moderate 3</b> <i>(Significant disruption. Violence or threat or serious injury)</i>	<b>Minor 2</b> <i>(Some disruption. Minor injury)</i>	<b>Insignificant 1</b> <i>(Little disruption. No injury)</i>
<b>Almost Certain 5</b> <i>(The event is expected to occur in most circumstances)</i>					
<b>Likely 4</b> <i>(The event will probably occur in most circumstances)</i>					
<b>Possible 3</b> <i>(The event might occur at some time)</i>					
<b>Unlikely 2</b> <i>(The event is not expected to occur)</i>					
<b>Rare 1</b> <i>(The event may occur only in exceptional circumstances)</i>					