

## **RISK ASSESSMENT POLICY**

You will need to ensure that all information in this policy ties in with all information in your Health and Safety Policy, and all other policies/procedures mentioned in this policy.

### **INTRODUCTION**

At Naomi's Garden we recognise the importance of the process of risk assessment to enable us to safeguard our clients and promote their welfare.

This policy is to be used in conjunction with Naomi's Garden Health and Safety Policy and with all other policies related to health and safety, and individual risk assessments.

The purpose of risk assessment is to identify hazards and evaluate any associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety
- Site Security
- Off Site Trips
- Critical incidents

Other areas include:

#### **Educational**

- Some Food Activities
- Sport Activities

#### **Child Protection and Pastoral Care**

- Our Safeguarding and Child Protection Policy outlines the procedures in place to identify children at risk beyond the environs of Naomi's Garden.

#### **Medical and First Aid**

- Our Medication Policy outlines the procedures for managing children's medication.
- Our First Aid Policy outlines the procedures for managing first aid
- The Administrator is responsible for reporting any notifiable accident that occurs on our premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

#### **Unsafe areas**

- We ensure that clients/children understand why they do not have access to potentially dangerous areas, such as the roof, the kitchen and storage areas. Where they are not fire escapes, doors to these areas are always kept locked when not in use.
- All flammables are kept securely locked.
- Clients/children do not have access to catering, maintenance and cleaning stores on the premises.

### **PROCESS**

Risk assessment is a subjective but logical process which can be broken down into 5 steps:

1. Identify the hazard
2. Decide who or what might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record significant findings and implement them
5. Review the assessment and update if necessary

## **RESPONSIBILITIES OF ALL STAFF**

All members of staff are given a thorough induction into the organisation's arrangements for risk assessments and health and safety. Specialist training will be given to those whose work requires it.

However, staff are responsible for taking reasonable care of their own safety, together with that of clients, children and visitors. They are responsible for cooperating with the Administrator, and other members of the leadership in order to enable the Trustees to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Administrator.

## **GENERAL RISK ASSESSMENTS**

Naomi's Garden conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Management Team following guidance approved by the Chair of Trustees.

Naomi's Garden employs specialists to carry out risk assessments in legionella, electrical safety and fire safety (also see Fire Safety & Procedures Policy).

Risk assessments are available for all staff to view and are held in Dropbox. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

## **INDIVIDUAL RISK ASSESSMENTS**

Specific assessments relating to staff member(s) or clients/children are held on that individual's file and will be undertaken by the Management Team. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the Administrator of any medical conditions (including pregnancy) which may impact upon their work.

## **COMPLEMENTARY ACTIVITIES**

Risk assessments for complementary activities will be carried out by the relevant manager as detailed below.

- Conductive Education – Sarah Jayne Walker
- SEND Consultancy – Vanessa Toyne

- HAF – Michelle Bellini (Primary) (Secondary)

These assessments should be incorporated within the planning for each department.

In order to assess the risks adequately, the following information should be collected

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

## **STATUTORY TESTS**

Statutory tests must be carried out on all the following. Further details may be found in the Health and Safety Policy and Fire Safety Policy.

- Fire Extinguishers
- Fire Alarm
- Fixed Electrical Wiring Installation
- Emergency Lighting Inspection and Test
- Portable Appliance Testing (PAT)
- Playground and gym equipment
- Oil Storage Tanks
- Water coolers
- Legionella survey/risk assessments

## **HEALTH AND SAFETY RISK ASSESSMENTS**

A general inspection of the site will be conducted on a 6 monthly basis and be coordinated by Rebecca Cartwright.

The person(s) undertaking inspection will complete a report in writing and submit this to the Trustees. Responsibility for following up items detailed in the safety inspection report will rest with them.

A named Trustee, Donna Rusling, will undertake an audit of the organisation's health and safety management systems on an annual basis and report back to the Board of Trustees.

## **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The Administrator is responsible for ensuring the charities fire risk assessment is undertaken and implemented.

The Fire Risk Assessment is in the fire log book and will be reviewed on an annual basis. This can be found in the office (first floor).

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

[Donna Rusling](#) is responsible for ensuring that the fire log is kept up to date and that inspection / maintenance is undertaken and recorded in the fire log book located in the office (first floor).

### **PREMISES AND WORK EQUIPMENT**

Donna Rusling is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

### **FLAMMABLE AND HAZARDOUS SUBSTANCES**

If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.

### **LIFTING AND HANDLING**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

### **CONTRACTORS**

Rebecca Cartwright is responsible for monitoring areas where the contractor's work may directly affect staff and clients and checking whether expected controls/risk assessments are in place and working effectively.

### **LEGIONELLA**

A water risk assessment of the premises has been completed by Rebecca Cartwright and is responsible for ensuring that the identified operational controls will be conducted and recorded in the water log book where necessary.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

## WORKING AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

## OFFSITE VISITS

Risk assessments for offsite visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group
3. Ongoing risk assessments that take account of e.g. illness of staff or children, changes of weather, availability of preferred activities

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the administrator, Donna Rusling, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to person with delegated authority for approval (HAF staff)

## FARM VISITS

A Risk Assessment must be completed prior to a visit to a farm. Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections.

## UPDATES AND REVIEWS

All risk assessments are reviewed and recorded annually. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the building, its plant and equipment, together with its arrangements for catering and cleaning and for water sampling.

We acknowledge that risk assessments must **not only** be updated when there is a relevant change of circumstances, when major structural work is planned or in the event of an accident, **but also** reviewed and updated regularly to be effective, and therefore review dates are scheduled as follows:

Fire Safety: 30.06.2023

Health and Safety: 30.06.2023

## ASSESSMENT

The risk assessments above are assessed together with the Designated Health and Safety Trustee Amanda Franklin.



Policy Adopted by Trustees on: 08.07.2022

Policy Last Reviewed on: 08.07.2022

Policy Due for Review on: 30.06.23