



## Risk Assessment Policy

### Version Number:

- 4

### Applies To:

- APTCCO Charity Services
- APTCCO Independent Special School
- APTCCO Short Breaks
- APTCCO Out of School Activities

### Associated Documents:

- Health & Safety Policy
- Safeguarding and Child Protection Policy
- Admissions Policy (ISS)

### Related Regulations:

- [The Independent School Standards](#)
- [Gov.uk Health & Safety Responsibilities in Schools](#)
- [The Charity Commission of England and Wales](#)

### Review Frequency:

- Annually

### Date of Implementation:

- Autumn 2024

### Review Date:

- September 2025

Chief Executive Officer (CEO)  
Date 5/12/24

Chair of Board of Trustees /Governing Board  
Date 5/12/24

APTCOO considers the welfare, health and safety of children, young people and vulnerable adults, visitors and staff to be a high priority to ensure that the experience of APTCOO is enjoyable for all. We base our approach on the following four factors, offering a holistic strategy of support:

- 1. Social safety: development of social skills and understandings that help to facilitate positive relationships of trust and respect and encourage friendships.**
- 2. Emotional safety: learning and play opportunities offered within a therapeutic environment that reflect the individual's needs and interests which offers challenge and support measured to overcome the fear of failure and to develop pride in achievement.**
- 3. Physical safety: maintenance of a safe environment and risk assessments that effectively manage on-site and off-site risks associated with an assortment of different experiences.**
- 4. Online Safety: APTCOO's online safety and acceptable use policy secures safety when using computers and other electronic devices.**

APTCOO's Risk Assessment Policy complements various other policies e.g., Health and Safety and Safeguarding & Child Protection; it also takes into account procedures arising in these policies that also include actions taken should emergencies arise and eventualities for which staff are trained to manage effectively and safely.

This Risk Assessment Policy serves to promote safe working practices throughout all aspects of APTCOO and any activities that may extend outside of APTCOO with other providers or in the community.

To maintain the safety and well-being of everyone, at all times, APTCOO employs a range of risk assessments to ensure that we are compliant with the Health and Safety Executive Regulations, as well as those regulations laid down by the Department for Education (DfE) Independent School standards that are monitored by Ofsted.

#### **Risk Assessments:**

- Individual site health and safety and environmental risk assessments
- Fire safety risk assessment
- Recruitment of staff and agency workers
- Assessment of staff in terms of health and personal issues
- Food hygiene and health & safety in cooking and eating
- Assessment of infection control measures and public health risks
- Verification of the suitability of adults who work with young people who may visit

APTCOO from time to time, or with whom the young people come into contact if undertaking activities or learning in the community

- Risk assessments of all activities, including those carried out offsite. This will include considerations around use of equipment and facilities; the levels of supervision and training required by all involved at different levels to manage areas and activities safely
- Risk assessment of any 2<sup>nd</sup> tier providers, if appropriate, to ensure that welfare agreements are in place to respect the duty of care they have to our young people, and the duty of care we have to ensure that they are informed sufficiently to perform their role safely
- Impact risk assessments for managing integration of new admissions into APTCOO and placing them in appropriate groupings
- Children, young people or vulnerable adults risk assessments are aimed at understanding the individuals' specific behaviours, health challenges, and other additional needs
- Disengagement and Positive handling are aimed at understanding the management of behaviours appropriately should situations or incidents arise
- Control of Substances Hazardous: staff will ensure that that manufacturers data is available, and that staff are aware of procedures to follow in the event of contact or contamination. Staff will also assess operations where substances are used and where they may undergo a change of state that presents a changed hazard.

### **Reviewing Risks:**

The risk assessment will establish control measures that need to be put in place, and this should be shared with staff, and, where essential, with individuals, to establish routinely high standards of safe systems of work across APTCOO.

Risk assessments will be reviewed:

- Annually
- or,
- When a significant and continuous change of the risks are identified

### **Initial Admission to APTCOO**

The risks that individuals can present will be assessed prior to admission into APTCOO to ensure that we are able to meet all of the individual's needs safely and effectively. This may have implications for resources and the level of cover that must be factored into how the provision is managed.

### **Monitoring**

Risk assessments will support effective information highlighting where risks are identified and where hazards are present, ensuring effective control of risk. Risk assessments will be reviewed following any relevant changes or incidents.

This includes:

- Statutory fire safety checks
- Refrigerator checks
- Hot water checks
- Electrical safety checks
- Vehicle checks

(This list shows examples and is not exhaustive)

**Policy/ procedure for: Risk Assessment Policy**

**RECORD OF CHANGES**

<b>DATE</b>	<b>AUTHOR</b>	<b>PROCEDURE</b>	<b>DETAILS OF CHANGE</b>
May 2022	Compliance Lead	Refresh	V2 Annual update and review
March 2023	Compliance Lead	Update and review	V3 Update of some terminology only
August 2023	Compliance Lead	Annual update and review	V4 review – no changes made
August 2024	Compliance Lead	Annual review and update	V4 review – no changes made



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