



ReFocus Ltd

Risk Assessment Policy 2021/2022

The following policy has been approved by the Executive Head Teacher and agreed by the management team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Date: January 2022

Review date: September 2022

Review Record:

Name (Print): H Perry Name (signature): <i>H Perry</i> Date: 16/01/2022	Name (Print): Name (signature): Date:
Name (Print): Name (signature): Date:	Name (Print): Name (signature): Date:

- This policy covers the Risk Assessment procedures for ReFocus Ltd.
- This policy is not stand alone and should be used with other ReFocus policies including, but not limited to: Health and Safety Policy, Safeguarding Policy, E Safety Policy, The Behaviour and Anti-Bullying Policy, the Staff handbook, and Code of Conduct.
- When referring to staff members this includes all full-time staff members, volunteers, support staff and supply staff.



Introduction

ReFocus are required to assess the risks that are likely to arise from their business processes. This requirement is generally referred to as risk assessment.

ReFocus recognise that a high proportion of students will have identified vulnerability which will increase level of risk in certain areas. ReFocus accept that they will work with the student, parents, home school (if applicable) and other agencies to negate and reduce risk.

Every student that attends ReFocus will have an Entry Risk Assessment. This Risk Assessment will form the initial basis of that students identified risk areas which will be reviewed as appropriate. The majority of our short term package students will remain on their entry risk assessment unless it is evident that the information provided is incorrect or adjustments need to be made.

This Guidance Note gives only general advice on the risk assessment process.

A risk assessment is simply a careful sensible examination of what, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm to your workforce or other people who might be affected by your work activities. It is in effect risk management.

Legal Requirements

Health and safety at work legislation places key requirements and responsibilities on ReFocus to ensure that their business is properly managed. It requires a competent risk assessment of work activities, processes, and tasks so that Managers are aware of workplace hazards and risks and can properly manage them.

Where a risk assessment identifies the presence of significant hazards, and more than 5 people are employed the risk assessment must be recorded.

Action Required

ReFocus must decide for suitable and sufficient risk assessments to be made for all their business activities, both on site and off site. The process can be delegated but Directors and Senior Managers still retain the responsibility for ensuring that they are suitable and sufficient.

ReFocus are committed to ensure its students and employees are at the forefront of a decision making regarding risk management.

ReFocus also recognise that employees and students often understand the process and the day-to-day risks in greater detail than their Managers. Workforce engagement in completing the risk assessment and developing control measures is likely to result in better compliance and use of the control measures than would otherwise be the



case. Sometimes it is also appropriate to involve students, and others in the risk assessment of a process or activity where they might directly be affected.

All significant risks will be identified and recorded as part of the ongoing risk assessment process.

Risk assessments should not be a bureaucratic process and not overly complicated.

The purpose of risk assessment is to promote the sensible management of workplace risk. Sensible risk management is all about: -

- Ensuring that students, employees, and the public are properly protected;
- Providing overall benefit to by balancing benefits and risks, with a focus on reducing real risks – both those which frequently arise and those with serious consequences;
- Enabling innovation and learning - not stifling them;
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action;
- Enabling individuals to understand that as well as the right to protection, they also must exercise responsibility.

Risk assessment is not about:

- Creating a totally risk-free society;
- Generating useless paperwork mountains;
- Scaring people by exaggerating or publicising trivial risks;
- Stopping important recreational and learning activities for individuals where the risks are managed;
- Reducing protection of people from risks that cause real harm and suffering.

Written risk assessments will be reviewed and updated annually to ensure it covers all employees and volunteers against all risks and to ensure that any action identified as needed in the risk assessment has been carried out (unless the need arises sooner). Risk assessments will also be updated every time that there is a major change in working practices. Risk assessments will cover all ReFocus employees and volunteers, wherever they may be based, and will cover all aspects of their activities. The Board will make, and implement, any appropriate arrangements for the effective planning, organisation, control, monitoring and review of any preventative or protective measures identified because of risk assessments.

The matrix for which identified risks are assessed are available in **Appendix A**. This is used for all Risk Assessments.

Generic Risk Assessments – Site related



The nominated person responsible for Site related risk Assessments is **Liam Kerr**

Template available in **Appendix B**

Risk Assessments - Staff

ReFocus will conduct an individual risk assessment for any employee under the age of 18.

This assessment will specifically consider the young person's possible lack of awareness of existing or potential risks. ReFocus will conduct individual assessments for lone workers, who take account of personal safety. It will also offer individual risk assessments to any members of staff who show or report symptoms of stress.

Student Risk Assessments

The nominated person responsible for Student Risk Assessments is **Hayley Perry**.

Any new student will have an entry risk assessment, template available in **Appendix C**. This will be completed and provided to ReFocus Ltd prior to any student starting. This risk assessment will form the basis of an ongoing student risk assessment for which the template is available in **Appendix D**.



Appendix A

Risk Assessment Matrix

Risk Matrix		Consequence / Potential Impacts					
		Negligible	Minor	Moderate	Severe	Major	Catastrophic
Likelihood / Probability		0	1	2	3	4	5
Remote	1	0	1	2	3	4	5
Rare	2	0	2	4	6	8	10
Unlikely	3	0	3	6	9	12	15
Possible	4	0	4	8	12	16	20
Occasional	5	0	5	10	15	20	25
Likely	6	0	6	12	18	24	30

Negligible
0

Low Risk
1 - 6

Moderate Risk
7 - 12

High Risk
13 - 18

Extreme Risk >
19

Appendix B

Generic Risk Assessment for Walking Route to Castlefields, Wellingborough for the purpose of Physical Education

HAZARD OBSERVED	Student Risk	Presenting risk LEVEL	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Extreme weather, cold or sun/heat injury.	Cold, Injury, Death	Low	<ul style="list-style-type: none"> Prior to leaving for P.E consideration of forecast, use of suitable clothing and first aid kit. The area students are staff are walking to is less than 10 minutes away, can easily return to site if weather conditions deteriorate. In summer months suncream will be advised and a hat recommended 	Pre-planning, equipment lists to group, kit checked before departure.	Low
Hazards on site and immediate surrounds.	Injury, Death	Medium/Low	<ul style="list-style-type: none"> Site has be visited and individually risk assessed, led by NTFC , separate risk assessment. Clear behaviour rules and expectations delivered to students. Appropriate supervision arranged, Minimum of two staff members. The land is predominantly flat with grass. The walking route to the site has one B road to cross and 	Written specific risk assessment and/or operating procedure. Ongoing assessment by leader.	Low



			one side road. These are both covered by a pelican and a zebra crossing. One member of staff will lead the group across and one will follow from behind.		
Members of the public (Interference)	Injury, Fatality,	High	<ul style="list-style-type: none"> • Close supervision by experienced staff. • Staff to be with the students at all times, • Reminders of behaviour expectation • Should member of the public engage in conversation this will be responded to by staff and if inappropriate students will be quickly moved on or if not suitable they will be returned to ReFocus. 		Low
Members of the public exercising their dogs on Castlefields	Injury, allergic reactions, Fatality, Damage to Equipment, Emotional detriment	High	<ul style="list-style-type: none"> • The Castlefields is a council controlled public space where all dogs must be kept on a lead. • Visual checks will be completed by staff of the area the students will be exercising in prior to and during their lesson, to ensure their continued safety. 	Dogs are to be kept under owners control Wellingborough Norse maintain the cleansing of the site. If the site is unsuitable at any point students will be returned safely to ReFocus.	Low
Vehicles when crossing the road	Injury	Medium	<ul style="list-style-type: none"> • Young people given appropriate briefing regarding hazards and required behaviour e.g. remain on pavements unless instructed otherwise, 	Member of staff to supervise the crossing of any roads.	Low



			<p>courtesy to public, etc</p> <ul style="list-style-type: none"> • The planned route utilizes wide pavements where possible • The planned route will cross roads only at designated crossing points or at specified locations which are considered to be low risk • All journeys, especially road crossings, will be closely supervised by staff • Young people will be briefed not to cross roads, unless and until specifically instructed to do so by staff <p>One supervisor (or appropriate group member) will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the young people and the road itself</p>		
Student flight risk	Going Missing and being exposed to harm	Low	<ul style="list-style-type: none"> • If a student presents as highly likely to abscond whilst on the walking route a decision will be made to either increase staff numbers (1-2-1) for that student in order for them to attend • Or, if there is limited staff availability then that student will not take part in the off 	Headcount of students to be taken before leaving ReFocus, once at Castlefields and upon return to ReFocus.	Low/medium



			<p>site P.E lesson and will received their exercise at ReFocus.</p> <ul style="list-style-type: none"> Maximum of 6 students to 2 members of staff. Each student will have their own risk assessment, if their individual risk assessment shows an increase in any area then staffing rations will be reconsidered. 		
Hygiene	Illness	Low	<ul style="list-style-type: none"> Good practice followed. Hand sanitiser taken to the location and all students required to wash their hands upon returning to ReFocus. 	Staff to ensure site is inspected prior to exercise commencing.	Low
Boredom/ Poor behaviour of student and/or group	Injury to staff and/or students.	High/Medium	<ul style="list-style-type: none"> Update from BHL's care setting as to his frame of mind that day. Firm control of group Careful Group selection Control measures in place Alternative activity identified Consider staff numbers allocated to the session. Maximum of 6 students to 2 members of staff. Each student will have their own risk assessment, if their individual risk assessment shows an increase in any area then staffing rations will be reconsidered. 	<p>Ongoing assessment by leader prior to leaving site and during activity.</p> <p>Understanding between group and leader of the above and possible alternate plans agreed if the activity cannot go ahead/continue. ReFocus will always have an alternative option if behaviour is not safe to go on the walking route or if it</p>	Low/ medium



				deteriorate whilst there. Clear and ongoing communication between group leaders throughout the activity to maintain safety	
Injury (Trips and falls)	Injury to staff and/or students	Low	<ul style="list-style-type: none"> The walking route is solely using local council maintained pavements and roads. If the lead member of staff notices any hazards they will alert the rest of the group. A first aid kit will be available in the case of any injury sustained. A staff member will ensure they have a mobile phone on them in case of emergency 	Clear and ongoing communication between group leaders throughout the activity to maintain safety	Low
Student getting lost	Going Missing and being exposed to harm	Low	<ul style="list-style-type: none"> There will always be a minimum of two staff members (one from NTFC, one from ReFocus) One staff member will lead the group and the other will remain at the back. Numbers will be checked prior to leaving ReFocus. Numbers will be checked upon arrival at the location to ensure everyone is present. Prior to leaving Castlefields, again, 	Headcount of students to be taken before leaving ReFocus, once at Castlefields and upon return to ReFocus.	low



			<p>student numbers will be checked.</p> <ul style="list-style-type: none"> • Maximum of 6 students to 2 members of staff. • Each student will have their own risk assessment, if their individual risk assessment shows an increase in any area then staffing ratios will be reconsidered. 		
Medical episode	Decline in health condition	Low	<ul style="list-style-type: none"> • Any students with known medical conditions will ensure they are fit and well to attend. This will be established prior to every departure from site to complete P.E. • Staff will ensure that any students that require medication have it in their possession in case they need it whilst off site. Staff will ensure students medication is clearly labelled and safe from other students. • ReFocus will ensure at least one member of staff attending is first aid trained. • Staff will have a mobile phone in case of emergency. • First aid kit will always be taken 	Staff to keep any medication in their possession in case of emergency.	low

Assessed by		Date	
Checked by		Review Date	Annually unless significant changes to workplace processes and practices or if any change in presenting risk levels become apparent.



Appendix C

Student Entry Risk Assessment

- Use in conjunction with risk assessment matrix.
- Any assessment with a matrix rating of higher than 3 requires a second signature from senior leadership.
- Scores between 1 and 2 require single signature and monthly reassessment (subject to behaviour).
- Scores of 3 and 4 require signatures from 2 members of senior leadership and a weekly review.
- Score of 5 requires close monitoring and 1 to 1 mentoring with daily check ins.

Incident	Likelihood	Severity
Violence		
Verbal abuse		
Theft		
Damage to property		
Non-Attendance		
Weapons		
Substance misuse		
Impulsive Behaviour – Diagnosed or Undiagnosed		
Defiance		
Attitude to learning		
Racism		
Extreme beliefs/opinions		
Other (Specify)		



Additional comments...

Previous Incidents of violence (Y/N)

If yes, please specify...

Previous incidents of theft (Y/N)

If yes, please specify...

Previous incidents of weapons (Y/N)

If yes, please specify...

Previous incidents of substance misuse (Y/N)

If yes, please specify...

Previous incidents of racism (Y/N)

If yes please specify...

Previous incidents of extreme behaviour (Y/N)

If yes please specify...



Diagnosed conditions that impact behaviour (Y/N)

If yes, please specify...

Concerns	Preventative measures taken	Expected result

Emergency contact

Name –

Address –

Phone –

School Contact

Name –

Phone –

Email –



Assigned tutor

Signature 1

Signature 2

School representative

Signature



Appendix D

Student Risk Assessment for ReFocus, Wellingborough

HAZARD OBSERVED	Presenting Risk	Presenting risk LEVEL	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Site	Abscond		<ul style="list-style-type: none"> • • 		
Behaviour Including historical	Injury Inappropriate language Over sexualised behaviour		<ul style="list-style-type: none"> • 		
Participation in Off Site Activity	Injury/ Abscond/ disengagement		<ul style="list-style-type: none"> • 		
Garden	Injury/ Abscond/ disengagement		<ul style="list-style-type: none"> • 		
Workshop	Injury		<ul style="list-style-type: none"> • 		
Classroom	disengagement		<ul style="list-style-type: none"> • 		
Social time	Inappropriate language/ Abscond		<ul style="list-style-type: none"> • 		
Boxing	Injury/ Disengage		<ul style="list-style-type: none"> • 		



Assessed by		Date	
Checked by		Review Date	Annually unless significant changes to workplace processes and practices or if any change in presenting risk levels become apparent.