

Risk Assessment Policy

TLG has a responsibility to provide adequate control of the health and safety risks associating from our work, activities and the young people we work with.

Responsibilities

TLG's Operations Director is responsible for ensuring that all necessary risk assessments required by legislation are carried out.

Centre Health and Safety Co-ordinators (in smaller Centres this will normally be the overall Centre Manager/Head Teacher), and in larger Centres, Department Managers, are responsible for ensuring risk assessments are in place for all activities/situations occurring locally. Head Teachers are responsible for assessing the risk posed by each individual young person during their referral process, and for creating individual risk assessments.

Risk assessments for activities

Risk assessments will be carried out for all activities that are undertaken. Any resulting actions will be implemented and staff informed and where necessary receive appropriate training.

For any new activities to be undertaken, a risk assessment will be carried out, actions implemented and the risk assessment approved by the Centre/Department Manager or Operations Director (whichever is appropriate) before the activity is carried out.

Risk assessments for events and off-site visits

Trips, visits and events involving students and employees hold potential health and safety hazards. All such activities must have a properly completed risk assessment before the activity can then be approved by the centre or department manager. Risk assessments prepared by venues being visited, or by third party organisations providing activities, can and should be used where appropriate. Staff should consider whether these need to be adapted to suit the students concerned. In addition, a risk assessment covering travel arrangements must be made. See the Trips and Visits Policy for more details.

Risk assessments for individual students

An individual risk assessment will be created for each pupil when they start a placement at TLG. The referral form asks a set of questions that will help staff identify where specific risks may be present and these can be discussed further with the referrer and/or pupil and/or parent/carer during the referral

interview. The individual risk assessment should be reviewed and if necessary, updated, following any incidents of unacceptable behaviour or if concerns come to light.

Specific risk assessments

Specific risk assessments will be carried out for:

- Fire risk
- All work involving exposure to hazardous substances
- Employees using VDU screens as a significant part of their job
- Staff or students who are expectant mothers

Review

Risk assessments will be reviewed at least annually and following any changes to the activity, environment or circumstances, by the Centre H&S co-ordinator at a local level or the Operations Director at a national level.