

Glebe House



Friends Therapeutic Community Trust

Risk Assessment POLICY

September 2023

RISK ASSESSMENT POLICY

Introduction

The purpose of this policy is to create a clear statement to advise staff at the Trust, including school on how risk assessments should be carried out. Risk Assessment is about identifying significant risks in the workplace and then taking steps to prevent accidents and ensure good health.

Staff are continually carrying out risk assessments when making decisions about how to manage different situations with the young people, or by maintaining a safe environment for young people and staff.

Aims (including the intended impact on the Young People)

The aim of this policy is to identify how risk assessment is carried out at the Trust, when these assessments should be written down and how this should be done.

Levels of risk at Glebe House

All of the young people placed at the Trust have a long history of severe social, emotional and behaviour difficulties. The aim of the organisation is to ensure that, after a placement, each young person should be able to cope with living back in their local community. The staff endeavour at all times to create and maintain a positive ethos and atmosphere in all aspects of our work with the aim of preparing each to manage safely in a family environment, school environment and wider community settings. A central part of this task is to provide an environment and experiences that build young people's self-esteem and sense of self-worth, and enable them to learn to trust other people and feel trusted themselves. To achieve these goals, it is important that the Trust provides a carefully planned environment:

- Which help the young people feel 'normal' by having normal characteristics of a home and school
- Where young people can practise living and learning together in real ways
- With expectations that genuinely promote growth and development
- Where values such as trust and personal responsibility can be developed

It is important that the young people have the opportunity to learn to manage situations within this environment so that they can learn to make safe choices when faced with potential risk. It is the responsibility of staff to provide such opportunities, whilst ensuring that a high level of overall supervision will ensure a safe and well-managed environment at all times.

The levels of staffing within Glebe House at any given time, in terms of adult: pupil ratios, training and experience, are carefully planned to take into account the level of potential risk of working alongside the young people on a day to day basis. It is the responsibility of all managers to monitor the level of risk within their area of responsibility. When risks become significant staff should report these to line managers.

Procedure

Particular attention should be given to the following areas:

Individual Young Person behaviour

The knowledge that staff teams acquire about each young people's patterns of behaviour, and how to effectively manage these in a way that reduces the risk for all members of Glebe House community, is central to the safe running of the school / house. This information is collected prior to arrival and

collected into a Pen Portrait and Matching Risk assessment; from this the initial Behaviour Management Plan is created. The young people then undertake a 6-week assessment period where psychometric, risk assessments and baseline assessments are undertaken. An end of assessment report outlines the objectives for the young person. All assessments are reviewed and updated regularly and can be found on Clearcare system.

Bullying and discrimination

Particular care should be given to assessing the risk of times, places and circumstances in which the risk of bullying and discrimination including bullying amounting to abuse by other pupils is greatest (see Anti Bullying Policy for more information).

Environmental risks

The Senior Manager and members of the maintenance team are responsible for ensuring that all aspects of the physical environment are maintained in good order to minimise risk. All members of staff are responsible for reporting any risks.

Activity and Trip Risk Assessments are completed for all venues that are regularly used by the trust and for activities that pose a risk of harm to young people. Risk Assessments produced by the venue that is being visited should be used. An Activity and Trip Risk Assessment should be completed in advance of any trip that involves high risk or unusual hazards.

The use of tools and equipment

Particular care should be given to the supervision and management of young people around tools and equipment that could prove a significant risk to the young people or adults. Dangerous tools and equipment are locked away and only used within carefully planned situations.

Trips out

Visiting certain places regularly like a local swimming pool, park or shopping venue staff can become aware of the potential risks that these trips may present. Trips to unfamiliar venues will require particularly detailed planning.

Responsibilities of all members of staff:

- Read the Risk assessment Policy
- Read the Transport Policy before planning a trip using a Trust vehicle
- Familiarise yourself with Young Persons Individual Risk Assessments & Behaviour Management Plans
- Familiarise yourself with the Health and Safety Policy
- Use the information held within the Activity and Trip Risk Assessment File before planning a trip. Be aware of the date of risk assessments, as they may not have been used for some time. Update any assessments that are out of date. Ask a senior member of staff to approve before adding to the file
- Complete an Activity and Trip Risk Assessment for a venue
- Inform line manager of any significant risk you become aware of.

