

POLICIES AND PROCEDURES

Risk Assessment Policy

Author	Susan Bradley
Version	3
Approved at team meeting (date)	12/04/16
Cross Reference	Outings Policy, Animal Policy

Purpose of this document

Under the Health and Safety Act (1974) it is the responsibility of Aspired Futures (AF) to ensure the health, safety and welfare of all staff, children/young people (CYP), and visitors to AF premises by risk assessing activities inside and away from the building.

Details of Policy

Risk assessments require a careful and possible ongoing examination and evaluation. They should be completed by undertaking the following set procedures;

- Risk Assessments should be carried out initially by the Children and Young People Assessment and Inter-Agency Manager (CYP Manager), Service and Volunteer Manager (SV Manager) or Lead Sessional Worker on all equipment and activities (Including outings – following the Outings Policy) that the CYP, staff, volunteers and visitors could be involved with.
- The initial risk assessment should be reviewed every 12 months or earlier if any relevant changes occur that may affect the current risk assessment.
- A completed risk assessment should highlight any risk, actions to be taken and details of repairs if necessary.
- The Lead Sessional Worker should carry out daily checks of equipment and all areas. Any faults or necessary repairs must be reported to the CYP Manager or SV Manager immediately.
- Individual CYP risk assessments should be carried out for each outing done away from the premises.
- New Risk Assessments should be completed for activities involving new forms of risk e.g. animal visits (following the AF Animal Policy), children with new needs, or where there are any changes to procedures or equipment.
- All staff and volunteers should be given a copy of the Risk Assessment Policy and have access to all completed risk assessments that are kept in the AF main office.
- Health and Safety booklets and information should also be available for staff, volunteers and visitors.