

Beacon Alternative Provision

Risk Assessment Policy



1. Introduction

Beacon Alternative Provision is dedicated to maintaining a safe and healthy environment for children taught at home or in mutually agreed venues. This risk assessment policy outlines the procedures for identifying, evaluating, and mitigating potential risks to ensure the safety and well-being of all children, staff, and visitors.

2. Objectives

- Identify potential hazards associated with home-based and venue-based learning.
- Assess the likelihood and severity of risks.
- Implement measures to eliminate or reduce risks.
- Monitor and review risk assessments regularly.

3. Responsibilities

- **Head of Provision:** Overall responsibility for ensuring that risk assessments are conducted and reviewed.
- **Staff:** Responsible for carrying out risk assessments, implementing safety measures, and reporting hazards.
- **Parents/Guardians:** Cooperate with staff in ensuring the home environment is safe for learning.

4. Risk Assessment Procedure

1. Identification of Hazards

- Inspect the learning environment, whether at home or a mutually agreed venue, to identify potential hazards.
- Consider physical, chemical, biological, and ergonomic hazards.

2. Risk Evaluation

- Assess the likelihood of each hazard causing harm.
- Evaluate the potential severity of harm that could result from each hazard.
- Use a risk matrix to prioritise hazards based on their likelihood and severity.

3. Implementation of Control Measures

- Eliminate the hazard where possible.
- Substitute the hazard with something less dangerous.

- Implement engineering controls, such as safety equipment.
- Apply administrative controls, such as safe work practices and training.
- Use personal protective equipment (PPE) as a last resort.

4. Monitoring and Review

- Regularly review and update risk assessments, especially when there are changes in the learning environment or following an incident.
- Involve staff, children, and parents/guardians in the review process to ensure comprehensive risk management.

5. Specific Considerations

• Home Learning Environment

- Ensure the area is clean, well-lit, and free from hazards.
- Secure any hazardous substances and equipment.
- Provide appropriate furniture to support ergonomic health.

• Venue-Based Learning

- Assess the safety and suitability of the venue.
- Ensure emergency exits are accessible and clearly marked.
- Verify that the venue complies with health and safety regulations.

• Fire Safety

- Identify fire hazards and ensure smoke alarms are functional.
- Conduct regular fire drills and ensure everyone knows the evacuation plan.
- Provide fire extinguishers and train staff in their use.

• Transportation

- Ensure vehicles are well-maintained, insured, and equipped with appropriate safety features.
- Verify drivers hold valid licences and are competent.
- Plan routes to ensure safety and minimise travel time.
- Use appropriate child restraints and seat belts for all passengers.

• Infectious Diseases

- Follow government guidelines for managing COVID-19 and other infectious diseases.
- Implement hygiene measures, including regular handwashing and sanitising.
- Ensure symptomatic children and staff stay at home and follow isolation guidelines.
- Clean and disinfect learning environments regularly.

6. Training and Information

- Provide regular training on risk assessment procedures for all staff.
- Ensure staff understand their roles and responsibilities in managing risks.
- Keep parents/guardians informed about the risk assessment process and any changes to policies or procedures.

7. Incident Reporting and Investigation

- Report all accidents, incidents, and near-misses promptly.

- Investigate incidents to identify the root cause and prevent recurrence.
- Document findings and implement additional control measures as necessary.

8. Policy Review

- Review the risk assessment policy annually or following significant incidents or changes in legislation.
- Involve staff, children, and parents/guardians in the review process to ensure the policy remains effective and comprehensive.

By following this risk assessment policy, Beacon Alternative Provision aims to create a secure and supportive learning environment for all children, ensuring their safety and well-being at all times.