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Substantive changes since last review:	N/A	

Risk Assessment Policy

Introduction

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

Responsibilities.

Acorn Directors will ensure that all necessary risk assessments required by legislation are carried out.

Centre Health and Safety Co-ordinators, with the support of the Directors, are responsible for ensuring risk assessments are in place for all activities/situations occurring locally. Heads of Centre 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 will be 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 either a Director or Health and Safety Consultant (whichever is appropriate) before the activity is carried out.

Risk assessments for events and off-site visits

Trips, visits, and events involving students and staff hold potential health and safety hazards. All such activities must have a properly completed risk assessment before the activity can then be approved by a Director. 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 young people 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 young person when they start a placement at Acorn. 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 young person 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 young people who are expectant mothers

Risk assessments for events and off-site visits

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