

RISK ASSESSMENT AND MANAGEMENT POLICY AND PROCEDURES

On Track Education Services are committed to safeguarding the welfare of all staff and students by ensuring a comprehensive risk management system is in place.

All policies are generated and reviewed with an awareness of equality and diversity in relation to students, staff and visitors to On Track.

All policies are generated and reviewed placing safeguarding at the heart of all that we do.

This policy should be read alongside all other On Track policies, which contain associated specific procedures relating to possible areas of risk.

In some schools the role of Head Teacher, referred to below, is undertaken by an appropriately experienced manager.

Key Principles:

- The Company Directors have responsibility for overseeing risk management within the organisation as a whole
- An open and receptive approach to solving risk problems is adopted by the Directors
- On Track employs Citation PLC as Health and Safety consultants for the company. Citation undertake annual visits to settings to assess risk and ensure compliance with legislation
- Head Teachers within On Track are responsible for encouraging and overseeing good risk management practice within their teams
- Key risk indicators will be identified and closely monitored on a regular basis
- The On Track Policies and Paperwork are in place to minimise risk in different areas of our services
- All staff within On Track are responsible for following the company procedural guidelines and using the related documentation to enable them to manage risk on a day to day basis

Risk Assessment:

According to company procedural guidelines, risk assessments are carried out in the following areas:

- **Each individual student** - each student has a Risk Assessment and Behaviour Support Plan in place and this document is reviewed on a regular basis and agreed by all staff who work with the individual student
- **Each educational activity** - each lesson planned should be specifically risk assessed and the teacher/tutor will take into account the risk assessment surrounding the individual student when planning educational activities
- **Each offsite activity** - each offsite activity is risk assessed using an Offsite Activity Risk Assessment, which includes a risk assessment of the travel arrangements to the activity. This document is reviewed and agreed by all staff
- **Premises** - each Head Teacher is supported by an onsite, IOSH trained Health and Safety officer, who is responsible for carrying out risk assessments using the Health and Safety Risk Assessment document. A Health and Safety report is provided by each officer for consideration of the Directors at every Director's Meeting.

If a high risk is identified in any area then action is taken to reduce the risk immediately or the activity is cancelled until additional control measures can be put in place.

Review

In order to ensure that this policy is relevant to the work that you are doing, it would be helpful to receive feedback. If you have any comments to make, or suggestions for additions or amendments, please email directors@ontrackededucation.com

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