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| Policy Number: | HS06 | Originator: | Neil Gage |
| Issue Number: |  | Authoriser: | Jason Goddard |
| Issue Date: | 28/07/2020 | Service Type: | Education |
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Enhanced Learning Services are committed to safeguarding the welfare of all staff and students by ensuring a comprehensive risk management system is in place.

**Key Principles:**

* The Group Director for Education and Learning 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
* Enhanced Learning Services employ Citation PLC as Health and Safety consultants for the company
* Managers within Enhanced Learning Services are responsible for encouraging good risk management practice within their teams
* Key risk indicators will be identified and closely monitored on a regular basis
* The Enhanced Learning Services Procedural Guidelines, Policies and Paperwork are in place to minimise risk in different areas of our services
* All staff within Enhanced Learning Services 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 is planned and specifically risk assessed. 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 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*** – School is managed by a Head Teacher who is supported by an Health and Safety officer who is responsible for carrying our risk assessments using Risk Assessment. 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.

**Equality Impact Statement**

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Group Director for Education and Learning. Enhanced Children’s Services will then actively respond to the enquiry.

This policy is written by Neil Gage Date: 28/07/2020

Signed

This policy is quality assured by Jason Goddard, Group Director for Education and Learning.



Signed:                                                                                Date: 28/07/2020

The policy is quality assured by Governor: