Luccombe Hub This document forms part of the policy handbook and is intended for use at Luccombe Hub	
Title:	**Risk Assessment Policy**
Subject Area:	Whole Centre
Applies:	Immediately
Issued/Review Date:	21/05/2025
Next Review:	NLT 20/05/2026
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1. Introduction

1.1 Aim

This policy is designed to assist the Centre in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise within a setting and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, the Centre is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

1.2 Consultation

The Luccombe Hub will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training. A copy of this policy and all policies will be available on request or via the website.

1.3 Legislation and guidance

Health & Safety at Work Regulations 2000

2. Procedures and practice

2.1 Steps

What is a risk assessment?

The Health and Safety Executive (HSE) defines a risk assessment as “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

The five step process is as follows:

Step 1: Identify the hazards

Divide into manageable categories considering:

- Location
- Activities
- Equipment
- People

Identify the Hazards:

- Chemical – paint solvents/exhaust fumes
- Biological – bacteria
- Physical – noise/vibration
- Psychological – occupational stress

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/learners.

Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required. If any further actions are required the name of the person responsible for actioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record your findings and implement them

Record the risk assessment using the standard template located in Microsoft Teams.

Step 5: Review your assessment and update if necessary

Risk assessments need to be reviewed and if necessary updated every year. However, a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

2.2 ROLES AND RESPONSIBILITIES

Principal:

- Overall responsibility for conducting any necessary reviews or making changes to the Centre policies or procedures in the light of any potential risks that they or other members of staff discover.

All Staff:

- Carry out a visual inspection of both the equipment and the entire premises – both indoor and outdoor – is carried out prior to activities.
- Promote Health & Safety throughout the centre and all staff take an active role in ensuring the site is safe on a daily basis.

- On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Centre Lead and ensure that a record is made where necessary.

2.3 Aspects

Definition of a hazard and a risk

***Hazard*:** A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, an open drawer, etc.

***Risk*:** The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

3. Concluding notes

3.1 Monitoring and review

Reviews are carried out annually, when there is any change to equipment or resources, newly identified risks from review of accident records, any change to the Centre premises, or when particular needs of a child or other visitor necessitate this.

The Luccoumbe Hub utilises the expertise of Dorset County Council Health & Safety Team that advises on current regulation and guidance.

The Luccombe Hub also obtains further advice and guidance from HSE and CLEAPSS School Science Service Laboratory Handbook www.cleapss.org.uk

3.2 Links to other policies

All Policies including, Health & Safety and Fire Safety.