

# Risk Assessment Procedures:

## Gloucester House

### The Tavistock Children's Day Unit

Reviewed by:	Kirsty Brant
Last review:	June 2022
Next review date:	June 2025

---

## Contents

1. Introduction	3
2. Purpose	3
3. Scope	4
4. Definitions	4
5. Roles & Responsibilities	5
6. Managing Levels of Risk at Gloucester House	6–8
7. Written Risk Assessments	8–9
8. Process for monitoring compliance with this policy	9
9. Related policies and procedures	9

## **1. Introduction**

The Trust has set out in the Risk Assessment procedure its commitment to using risk assessment as a technique for proactively identifying and addressing risks in all settings.

These local procedures compliment the Trust wide procedure for risk assessments within the Risk Management Procedure and sets out the specific arrangements relevant to the Gloucester House only.

Gloucester House, The Tavistock Children's Day Unit, is a specialist school, which provides treatment and education for up to 21 primary and early secondary aged children.

Gloucester House is unique in providing a joined up health and education service within a single setting in line with government initiatives to bring together different services for troubled children.

Children who attend Gloucester Houser have complex and long-standing health and education needs that cannot be met by their local community services. In addition to difficulties with their education (they may have been out of school for long periods of time, been receiving only part-time education, or have attended a local learning support or pupil referral unit) they may also be carrying other specific vulnerabilities. In many cases local child and adolescent mental health services or social services are also involved.

## **2. Purpose**

Staff at Gloucester House are continually carrying out risk assessments when making decisions about how to manage different situations with the children, or by maintaining a safe environment for children and staff.

The purpose of this local procedure is to set out how risk assessment is carried out, when these assessments should be written down, and how this should be done.

## **3. Scope**

This local policy is relevant to Gloucester House only

## **4. Definitions**

The following definitions apply to this local policy and are the same as used in the Trust in relation to risk management.

\\Tavi-File\Data\Gloucester House\01 GH – Office Admin\Policies & Procedures (Appendices, Under Review & Editable)\1. POLICIES (GH & TRUST)\Risk Assessment Procedures GH (reviewed June 2022).docx

**Hazard**

A hazard is something what has the potential to cause injury, illness, harm, loss of damage.

**Risk**

The combination of the likelihood and consequence of the hazard being realized

**Consequence**

The potential consequence (or severity) of the risk being realized (it is described in terms of levels of harm and /or loss)

**Likelihood**

How often the risk event might happen (e.g per procedure/episode or within a specified timeframe).

**Risk Rating**

A measurement of the risk useful for assessing the priority for control measures for the treatment of different risks. The risk rating is derived from the “risk score” for consequence x “risk score for likelihood (see Risk Matrix at Appendix 1)\*

**Risk Reduction**

The process by which the risk is managed to reduce the consequence and /or likelihood of the occurrence of the event

**5. Roles and responsibilities****5.1 COO (Clinical Operating Officer)**

The COO has overall responsibility for ensuring that effective risk assessment and risk management operate in the Gloucester House.

**5.2 Head Teacher and Clinical Lead of Gloucester House**

The Head Teacher and the Clinical Lead of Gloucester House have day to day responsibility for ensuring the sufficient effective risk assessments are carried out

\\Tavi-File\Data\Gloucester House\01 GH – Office Admin\Policies & Procedures (Appendices, Under Review & Editable)\1. POLICIES (GH & TRUST)\Risk Assessment Procedures GH (reviewed June 2022).docx

and acted upon so as to protect pupils, staff and environment from risks. They are responsible for ensuring that Gloucester House staff adhere to the local policy and follow decisions made to reduce risk arising from the risk assessment.

5.3 All staff have individual responsibility for engaging in risk assessment and risk reduction whilst working.

### **Key responsibilities of staff in respect of risk assessment are to:**

- Monitor levels of risk in their area of responsibility and make local adjustments to reduce risk during the working day.
- Report significant risks to the line manager
- Complete and act on risk assessment for significant risks
- Co-operate with the Trust's policies, procedures and guidelines and Gloucester House's training programme that are in place to protect the health, safety and welfare of anyone affected by the Trust's activities.

## **6. Managing Levels of Risk at Gloucester House**

### **6.1 Core Principles**

All of the children placed at Gloucester House have a long history of severe social, emotional and mental health difficulties. The staff work very hard to create and maintain a positive ethos and atmosphere in all aspects of the work. A central part of this task is to provide an environment and experiences that build children's self-esteem, sense of self-worth, capacity for self-preservation and enable them to learn to trust other people and feel trusted themselves.

To achieve these goals Gloucester House aims to provide a carefully planned environment:

- Which help the child feel "normal" by having normal characteristics of a home and school.
- Where children can practice living and learning together in real ways
- With expectations that genuinely promote growth and development
- Where values such as trust and personal responsibility can be developed

It is important that the children have the opportunity to learn to manage situations within this environment where they can learn to make safe choices when faced with potential risk.

The way care and education is delivered at Gloucester House has a risk managed approach involving both staff and pupils at its core.

## **6.2 Staffing Levels**

The levels of staffing within the school at any given time, in terms of adult: pupil ratios, training and experience, are carefully planned to take into account the level of potential risk of working alongside the children on a day to day basis.

It is the responsibility of all managers to monitor the level of risk within their area of responsibility. When risks become significant staff should report these to line managers

## **6.3 Risk Assessment in particular situations:**

### **6.3.1 Bullying and discrimination**

Particular care should be given to assessing the risk of times, places and circumstances in which the risk of bullying and discrimination including bullying amounting to abuse by other pupils is greatest (see Anti Bullying Policy for more information).

### **6.3.2. The use of tools and equipment**

Particular care should be given to the supervision and management of children around tools and equipment that could prove a significant risk to the children or adults. Dangerous tools and equipment are locked away and only used within carefully planned situations. However implements such as scissors which can be dangerous are kept out in the classrooms whenever possible to develop children's ability to manage the world around them.

### **6.3.3 Trips out of school (see Off Site Visit Policy for more detailed information)**

By visiting certain places regularly like a local swimming pool, park or shopping venue staff can become aware of the potential risks that these trips may present. Trips to unfamiliar venues will require particularly detailed planning. All activities have written risk assessments, but places that are visited regularly will have one generic assessment that can be used in conjunction with individual or group pupil risk assessments on a given day for a given activity.

### **6.3.4 Individual pupil behaviour**

The knowledge that staff teams acquire about each child's patterns of behaviour and associated risks, and how to effectively manage these in a way that reduces the risk for all members of the school community, is central to the safe running of the school.

### **6.3.5 Environmental risks**

The Premises Manager and members of the Tavistock Health and Safety Department are responsible for ensuring that all aspects of the physical environment are maintained in good order to minimise risk. All members of staff are responsible for reporting risks, as much as is reasonably possible, to the Senior Leadership Team of Gloucester House.

## **7. Written Risk Assessments**

### **7.1 On admission of a new pupil**

A Clinical Risk Assessment is completed as part of the assessment process for each child. This is the responsibility of the Case Coordinator. These are then reviewed, evaluated and updated every six months (unless indicated to be done more frequently).

### **7.2 Behavioural Plan**

Each pupil has a Positive Handling Plan/PHP–*appendix 3* (see also the Care & Control Policy) which is developed during the assessment period and signed by parent/carer and child as well as case co-ordinators/ Head Teacher and class teacher. The PHP is a plan of agreed management strategies including de-escalation, preventative measures, a child's "triggers" and a plan for Positive Behaviour Support (PBS) when necessary. These are updated termly and signed annually.

**7.3 Additional Risk Assessments to address particular incidents.** These are additional risk assessments and SMART Action Plans completed after serious and/or persistent incidents.

### **7.4 School Risk Assessment Proforma**

School Risk Assessments are completed for all venues that are regularly used by the school.

The completed risk assessments are kept by admin for easy reference.

Risk Assessments produced by the venue that is being visited should be used for reference.

\\Tavi-File\Data\Gloucester House\01 GH – Office Admin\Policies & Procedures (Appendices, Under Review & Editable)\1. POLICIES (GH & TRUST)\Risk Assessment Procedures GH (reviewed June 2022).docx

A School Risk Assessment should be completed in advance of any trip that involves high or unusual hazards (this is usually where the person running the trip would require a relevant professional qualification). These need to be completed at least two weeks in advance and signed by the Head Teacher. Although we have signed permission from parents, on entry to the Gloucester House, for trips it is our procedure to inform parents of up and coming trips and for bigger trips that pose higher risk eg: into the West End, to provide separate permission slips.

## **8. Process for monitoring compliance with this policy**

At least annually the Team Teach lead will ensure that all pupils have an up to date PHP on their file and that training dates are flagged in advance.

The Deputy headteacher will ensure and all environment and site risk assessments are no more than 12 months old.

## **9. Related Policies and Procedures**

- Trust Risk Management Procedure
- Health & Safety Policy
- Gloucester House Behaviour Policy
- Safeguarding Policy
- Clinical Risk Assessment Procedure (Trust)
- Gloucester House Off-site Visit Policy (OSV)
- Online Safety Policy