

Risk Assessment Policy

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Policy Information		
Policy Author: Amy Clewlow Governing Board approval date/date policy is in effect from: January 2025		
Latest Review information:	Summary of amendments	Date of next review:
Date: Name of reviewer/s:		January 2026

1. Introduction

At Intuition School and Diamond Families Therapeutic Farm, we are committed to providing a safe, inclusive, and supportive environment for all students, staff, and visitors. Our School and Farm offers a unique setting where students engage in curriculum activities, educational visits, farm based activities and therapeutic interventions. We recognise the inherent risks in both school and farm settings and take proactive measures to identify, assess, and mitigate potential hazards.

The purpose of this policy is to establish a clear framework for risk assessment and management, ensuring compliance with health and safety regulations and safeguarding the wellbeing of everyone onsite.

This policy applies to all staff, volunteers, students, parents/carers, and visitors at Intuition School and Diamond Families Farm.

2. Legal Framework and Compliance

This policy is aligned with the following **legislation and guidance**:

- **Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Children Act 1989 & 2004**
- **Control of Substances Hazardous to Health (COSHH) Regulations 2002**
- **The Equality Act 2010**
- **Keeping Children Safe in Education (KCSIE) 2024**
- **Prevent Duty Guidance**
- **HSE's Farmwise: Your Essential Guide to Health and Safety in Agriculture**

3. What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Intuition School/Diamond Families Farm we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained, the Educational Visits are recorded on our secure internet system. Staff to refer to and use for themselves. The Principal/Service Coordinator is responsible for keeping records of staff training.

4. Responsibilities

4.1 Senior Leadership Responsibilities

The Leadership Team at Intuition School and Diamond Families Farm is responsible for:

- Conducting and regularly reviewing comprehensive risk assessments.
- Providing training to staff and volunteers on health and safety protocols.
- Ensuring appropriate control measures are in place to reduce risks.
- Monitoring incidents and reviewing risk assessments annually or following any significant event.

4.2 Staff and Volunteer Responsibilities

All staff and volunteers must:

- Follow the risk assessment procedures outlined in this policy.
- Report any hazards, near-misses, or concerns immediately.
- Implement control measures as directed.
- Supervise students to ensure compliance with safety measures.

4.3 Student Responsibilities

Students are expected to:

- Follow instructions and safety guidelines provided by staff.
- Use equipment and farm facilities responsibly.
- Report any concerns or hazards to a member of staff.

5. Risk Assessment Process

Risk assessments at Intuition School and Diamond Families Farm follow these steps:

Step 1: Identify Hazards

Hazards are identified through:

- Regular inspections of the school, farm, facilities and equipment.
- Anticipate hazards of any educational visits.
- Observation of student activities.
- Feedback from staff, students, and parents.

Step 2: Determine Who Might Be Harmed and How

This includes:

- Students, particularly those with SEND, sensory sensitivities, or behavioural needs.
- Staff and volunteers, especially those handling animals, equipment, or outdoor activities.
- Visitors, including parents and external professionals.

Step 3: Evaluate Risks and Implement Controls

Risks are assessed using a likelihood x severity matrix, with control measures such as:

- Animal interactions – Supervision, hygiene protocols, and safe handling procedures.
- Slips, trips, and falls – Maintenance of pathways, non-slip surfaces, and appropriate footwear.
- Dietary needs and allergens – Policies on food handling and allergy management.
- Weather conditions – Guidance on suitable clothing (wellies, waterproofs, layers, sun protection).

Step 4: Record and Implement Findings

- Risk assessments are documented and available for staff.
- Staff receive training to ensure safety measures are followed.
- Control measures are monitored for effectiveness.

Step 5: Review and Update Risk Assessments

Risk assessments will be reviewed:

- Annually as part of the health and safety review.
- Following an incident, accident, or near-miss.
- When there are changes to activities, environment, or staffing.
- When a new risk presents itself or when an educational visit is arranged.

6. Specific Risk Areas

6.1 Animal Handling and Welfare

- Students must be supervised at all times when interacting with animals.
- Handwashing facilities are available and must be used after contact.
- Only trained staff can administer/oversee animal care procedures.

6.2 Outdoor and Environmental Hazards

- Students must wear weather-appropriate clothing.
- Risk of slips, trips, and falls will be managed through building, grounds and path maintenance.
- Students will be guided on safe navigation around farm terrain.

6.3 Hygiene and Disease Control

- Strict handwashing protocols will be enforced after farm/school activities.
- Food and drink will only be consumed in designated areas.

6.4 Tools and Equipment

- Sharp or dangerous tools will be locked away when not in use.
- Only staff or trained individuals will handle machinery.
- PPE (gloves, boots, helmets) will be provided and mandatory where required.

6.5 Fire Safety

- Fire risk assessments will be conducted annually.
- Fire exits and assembly points will be clearly marked and communicated.
- Fire extinguishers and first aid kits will be checked regularly.

6.6 Supervision and Behaviour Management

- Staff to student ratios will be maintained according to SEND and safeguarding needs.
- A behaviour support plan will be in place for specific pupils to ensure safety.
- Restorative practices will be used to manage conflicts.

6.7 Educational Visits

- All offsite activities will be risk assessed and overseen by the senior leadership team.
- The Senior Leadership team will sign off visits.

6.8 Curriculum activities

- Risk assessment will be completed for Science, Design Technology, Food technology, Physical activity and Art should risks be present.

6.9 Medical First Aid and Care Plans

- We will follow the First Aid Policy.
- Individual pupils/staff/visitors will have a care plan in place assessing risks should this be appropriate

6.10 Catering and Cleaning

- Risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

6.11 Caretaking and security

- Risk assessments cover every room, stairs, corridor and emergency exit in the entire school/farm. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice.
- Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

6.12 Office staff

- Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

7. Training and Awareness

- All staff and volunteers will receive mandatory health and safety training upon induction.
- Regular refresher training will be provided.
- Students will receive safety briefings before engaging in farm activities.

8. Reporting and Incident Management

- All accidents, injuries, or near-misses must be reported to the Health and Safety Lead.
- An incident log will be maintained, and serious incidents will be reviewed.
- In the event of an emergency, first aid procedures will be followed.

9. Monitoring and Review

- This policy will be reviewed annually.
- Regular safety audits will be conducted.
- Feedback from staff, students, and visitors will be considered.

10. Approval and Implementation

This policy has been reviewed and approved by **Intuition School & Diamond Families Farm Leadership**.