



REACHING OUTCOMES USING TAILORED EDUCATION & SKILLS

RISK ASSESSMENT POLICY

2026-27

Approved by:	Mr Daniel Luford (Director) Mr Nick Lyons (Director)	Date: 01/04/23
Last reviewed on:	31/08/26	
Next review due by:	31/08/27	

Policy Statement

Routes Learning is committed to ensuring the health, safety, and welfare of all learners, staff, visitors, and contractors. Effective risk assessment is essential to maintaining a safe learning environment and supporting the wellbeing of young people who attend the provision.

This policy outlines how risks are identified, assessed, controlled, and monitored in accordance with statutory requirements and safeguarding expectations set out by Ofsted.

Legal Framework

This policy is based on guidance and legislation including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Keeping Children Safe in Education
- Children Act 1989
- Children Act 2004

The provision also follows local authority safeguarding and health and safety guidance.

Purpose

The purpose of this policy is to:

- Identify hazards that may cause harm to young people, staff, or visitors.
- Assess the level of risk and implement suitable control measures.
- Reduce the likelihood of incidents and injuries.
- Ensure compliance with health and safety legislation.
- Support a safe learning environment appropriate for vulnerable and high-needs learners.

Scope

This policy applies to:

- All staff & young within the provision
- Visitors and external professionals
- Contractors working on site
- Off-site activities and educational visits
- Work placements and vocational activities

Responsibilities

Directors of Provision

The Directors of Provision are responsible for:

- Ensuring risk assessments are completed and reviewed.
- Ensuring staff understand and follow risk assessment procedures.
- Allocating responsibility for specific risk assessments.
- Ensuring risk management forms part of safeguarding practice.

Designated Safeguarding Lead (DSL)

The DSL ensures that:

- Safeguarding risks are considered within risk assessments.
- Individual young people risk assessments are in place where necessary.

Tutors & Mentors

All Tutors and Mentors must:

- Follow risk assessments and safe working practices.
- Report hazards, near misses, or incidents immediately.
- Contribute to the development of risk assessments where relevant.

Young People

Young people are expected to:

- Follow safety instructions.
- Behave in a way that does not endanger themselves or others.

Types of Risk Assessments

The provision conducts several types of risk assessments:

Site Risk Assessments

Covering areas such as:

- Classrooms
- Kitchen
- Outdoor spaces
- Entrances and exits
- Fire safety

Activity Risk Assessments

Required for:

- Practical lessons

- Vocational training
- Off-site activities
- Educational visits

Individual Young Person Risk Assessments

Used where young people may present additional risks due to:

- Behavioural needs
- Medical conditions
- Safeguarding concerns
- Mental health needs

These are developed in collaboration with relevant professionals where necessary.

Dynamic Risk Assessments

Tutors and Mentors are expected to make ongoing judgments about safety during activities and adapt plans where risks change.

Risk Assessment Process

The provision follows a standard five-step risk assessment process:

1. Identify hazards
2. Identify who may be harmed and how
3. Evaluate the risk and determine control measures
4. Record findings and implement actions
5. Review and update regularly

Risks are typically rated using a likelihood and severity matrix

Control Measures

Control measures may include:

- Staff supervision ratios
- Behaviour management strategies
- Environmental controls
- Personal protective equipment (PPE)
- Training and guidance
- Clear procedures and boundaries

Where risks cannot be sufficiently reduced, the activity will not take place.

Recording Risk Assessments

All risk assessments must:

- Be recorded in writing
- Include identified hazards and control measures
- Be dated and signed by the responsible staff member
- Be stored centrally and accessible to relevant staff

Review of Risk Assessments

Risk assessments will be reviewed:

- Annually
- Following an incident or near miss
- When new activities or equipment are introduced
- When there is a change in student needs
- When legislation or guidance changes

Incident Reporting

All accidents, incidents, and near misses must be reported to the Head of Provision and recorded in the accident log.

Serious incidents may be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where applicable.

Training

Tutors and Mentors will receive training on:

- Health and safety responsibilities
- Risk assessment procedures
- Safeguarding practices
- Behaviour management and de-escalation

Additional training will be provided where specialist activities take place.

Monitoring and Compliance

The Directors of Provision will monitor compliance through:

- Regular health and safety checks
- Staff supervision and support
- Review of incident reports
- Internal audits of risk assessments

This ensures the provision remains compliant with expectations from Ofsted and local safeguarding partners.

Policy Review

This policy will be reviewed annually or sooner if required due to changes in legislation, safeguarding guidance, or operational practice.