

Risk Assessment Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

Contents

- 1. Policy Statement**
- 2. Aims**
- 3. Scope**
- 4. Principles of Risk assessment**
- 5. Individual Risk Assessments for Students**
- 6. Embedding Risk Awareness and Preparation for Adulthood**
- 7. Staff Procedures and Responsibilities**
- 8. Offsite Activities and Work Experience**
- 9. Monitoring and Review**
- 10. Policy Review**

1. Policy Statement

Oaktree Education Services is committed to providing a safe, supportive, and inclusive environment for all learners, particularly those with Social, Emotional and Mental Health (SEMH) needs, Specific Learning Difficulties (SpLD), and trauma-related conditions. Risk assessment is a key part of our safeguarding and health and safety strategy and is integral to the preparation of our students for adulthood.

We recognise our duty under the Health and Safety at Work Act 1974, the Children and Families Act 2014, the SEND Code of Practice 2015, and Ofsted's Education Inspection Framework to identify, assess, and manage risks proactively and proportionately, while supporting student development.

2. Aims

- To ensure the safety and wellbeing of all students, staff, and visitors.
- To promote a culture of positive risk-taking and self-regulation in students.
- To ensure compliance with relevant health, safety, and safeguarding legislation.
- To embed risk awareness as part of our life skills and preparation for adulthood curriculum.
- To have in place robust procedures for assessing and managing risks associated with individual needs and the wider college environment.

3. Scope

This policy applies to:

- All staff, volunteers, and visitors.
- All activities taking place on and off college premises.
- All students enrolled at Oaktree Education Services.

4. Principles of Risk Assessment

Risk assessment is a continuous process involving:

- Identifying potential hazards.
- Assessing who might be harmed and how.
- Evaluating existing controls and determining if further controls are needed.
- Recording findings and implementing control measures.
- Reviewing and updating assessments regularly or following significant changes.

Risk assessments are dynamic and must take account of:

- Students' individual Education, Health and Care Plans (EHCPs).
- Behavioural trends and known triggers.
- Environmental changes and new activities.

5. Individual Risk Assessments for Students

Each student at Oaktree has a personalised risk assessment developed in partnership with:

- Teaching and support staff
- Designated Safeguarding Lead (DSL)
- Parents/carers
- Relevant external professionals (where applicable)

These assessments consider:

- Specific health or mental health conditions
- Behavioural patterns
- History of trauma or adverse childhood experiences
- Ability to self-regulate
- Social interactions and communication

Student risk assessments must:

- Be reviewed termly or sooner if behaviour or circumstances change

- Include proactive strategies to reduce foreseeable risks
- Highlight signs of escalation and de-escalation techniques
- Be accessible to all relevant staff via secure internal systems

6. Embedding Risk Awareness and Preparation for Adulthood

We actively teach students to:

- Recognise and assess risks in different contexts (e.g. road safety, online safety, work experience, social situations)
- Develop problem-solving strategies and coping mechanisms
- Build confidence in managing new situations responsibly
- Engage in reflective discussions about choices and consequences

This is reinforced through:

- PSHE and life skills lessons
- Tutor time and mentoring
- Behaviour coaching and restorative practice

7. Staff Procedures and Responsibilities

All staff are responsible for:

- Following the procedures outlined in this policy
- Familiarising themselves with the risk assessments of the students they support
- Reporting concerns or emerging risks to the DSL or SLT immediately
- Contributing to regular reviews and updates of individual and general risk assessments

The Senior Leadership Team (SLT) is responsible for:

- Ensuring compliance with statutory requirements
- Conducting risk assessments for new or changed environments, activities, or staffing
- Reviewing the risk assessment policy annually

Training:

- All staff receive regular training in risk management, de-escalation, and trauma-informed practice.

8. Offsite Activities and Work Experience

Risk assessments are mandatory for all offsite visits and work placements. They must:

- Consider transport arrangements, staffing ratios, and location-specific risks
- Take into account the specific needs of each participating student
- Be signed off by a member of SLT prior to the activity

Parents/carers must be informed and, where appropriate, consulted in the planning process.

9. Monitoring and Review

- The effectiveness of this policy will be monitored through audits, staff feedback, and incident reporting.
- Updates will be made in response to changes in legislation, student need, or operational circumstances.
- The DSL and Health & Safety Lead will lead an annual review of the policy.

10. Linked Policies and Documents

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Regulation Policy
- SEND Policy
- Work Experience Policy
- Staff Code of Conduct

11. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**
Name, Signature, Date