



## **Risk Assessment Policy**

**Publication Date:** September 2026

**Review Date:** September 2027



Hopebright – Risk Assessment Policy

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## **Risk Assessment Policy**

### **Introduction**

Hopebright is committed to maintaining the health, safety, and well-being of its staff, learners, employers, and all individuals engaged in its programmes. This includes learners participating in short-term and long-term work experience placements.

Hopebright recognises that effective risk assessment is essential in identifying, evaluating, and managing risks associated with its educational provision, particularly off-site activities and employer-based placements.

The aim of this policy is to provide a clear, systematic approach to ensuring that all risks are assessed appropriately and managed proportionately across Hopebright services.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health & Safety Policy
- Work Experience Policy
- Behaviour Support Policy
- Offsite Visits Policy
- SEND Policy
- E-Safety Policy

## Methodology

Hopebright adopts the **Health and Safety Executive (HSE) 5-step approach** to risk assessment:

1. Identify hazards
2. Decide who might be harmed and how
3. Evaluate risks and decide on precautions
4. Record findings and implement controls
5. Review and update as necessary

A **5x5 risk matrix** is used to assess likelihood and severity.

Hopebright uses a range of risk assessments:

- **Generic risk assessments** (standard activities)
- **Placement-specific risk assessments**
- **Individual learner risk assessments (including SEND needs)**
- **Dynamic risk assessments** (ongoing adjustments during activities)

All relevant staff receive training appropriate to their role.

Risk assessments are:

- Reviewed **before placements commence**
- Updated **regularly during placements**
- Reviewed **at least annually** or sooner if required

Key Areas of Risk Assessment at Hopebright

Education & Programmes

- Work experience placements (short-term & long-term)
- Employer engagement activities
- Offsite visits
- Behaviour and individual learner needs
- Safeguarding and Prevent duty
- SEND-specific needs and support

Placement & Employer Settings

- Workplace environment
- Health & safety compliance
- Risk assessments provided by employers
- Safeguarding arrangements (including DBS where applicable)
- Insurance verification

Operational & Staff Activities

- Staff travel and visits



- Lone working
- Home visits (where applicable)
- Use of digital systems

## Responsibilities

Director / Head of Provision (Hopebright)

The Director has overall responsibility for ensuring:

- Risk assessments are **suitable, sufficient, and up to date**
- Risks are **effectively managed and monitored**
- Appropriate staff are appointed to oversee risk processes

Health & Safety Lead / Designated Safeguarding Lead (DSL)

Responsible for:

- Providing guidance on risk assessment processes
- Supporting staff in completing assessments
- Ensuring safeguarding considerations are embedded
- Reviewing high-risk placements and activities
- Conducting audits and periodic reviews

Programme Leads / Work Experience Coordinators

Responsible for:

- Completing and reviewing **placement-specific risk assessments**
- Ensuring employer checks (H&S, safeguarding, insurance) are completed
- Monitoring learners during placements
- Updating risk assessments where circumstances change
- Ensuring compliance with Hopebright Work Experience procedures

Staff Supporting Learners

Responsible for:

- Following risk assessments and control measures
- Reporting concerns, incidents, or changes in risk
- Supporting learners in understanding safe working practices

Employers / Placement Providers

Responsible for:

- Providing **risk assessments and safe working environments**
- Complying with health & safety legislation
- Implementing safeguarding expectations
- Informing Hopebright of any incidents or concerns



**Appendix 1 – Responsible Persons**

**Director / Head of Provision:** Arshad Ashraf

**Health & Safety / Safeguarding Lead:** [Insert Name]

**Work Experience Lead:** [Insert Name]



## **Appendix 2 – Risk Assessment Templates**

Hopebright uses a range of templates including:

### 1. General Risk Assessment

- Activity / placement details
- Hazards identified
- Risk rating
- Control measures
- Review dates

### 2. Individual Learner Risk Assessment

- Learner needs (including SEND)
- Behaviour considerations
- Support strategies
- Supervision requirements

### 3. Work Experience Risk Assessment

- Employer details
- Workplace risks
- Safeguarding checks
- Travel considerations
- Emergency procedures

### Key Principle

All risk assessments at Hopebright must be:

- **Proportionate** (not over-complicated)
- **Individualised where necessary**
- **Regularly reviewed**
- **Clearly communicated to all relevant parties**