



Reconnect Learning — Risk Assessment Policy

Policy Version 1.0 | Approved by Ellen Kerr, Managing Director | Effective: September 2026 | Review: September 2027

HEALTH & SAFETY

SAFEGUARDING

GOVERNANCE

Policy Statement

Our Commitment

Reconnect Learning is committed to providing a safe, healthy and secure environment for all learners, staff, tutors, volunteers, visitors and contractors.

Risk assessment is a key part of our approach to safeguarding, health and safety, and organisational governance.

What This Policy Covers

We recognise our legal duty to identify hazards, assess risks and implement appropriate control measures to reduce the likelihood of harm.

This policy outlines how Reconnect Learning identifies, assesses, manages and reviews risks associated with its activities, services and operations.

 This policy applies to all Reconnect Learning activities and all persons connected with the organisation.

Purpose of This Policy

This policy exists to create a proactive safety culture across all Reconnect Learning activities and services.



Protect People

Protect learners, staff and visitors from harm.



Legal Compliance

Ensure compliance with health and safety legislation.



Safeguarding

Support safeguarding arrangements across all provision.



Safety Culture

Promote a proactive safety culture throughout the organisation.



Reduce Incidents

Reduce accidents, incidents and near misses.



Continuous Improvement

Support continuous improvement in safety practice.

Scope — Who and What This Policy Covers

People Covered



All Employees

Full and part-time staff across all roles.



Tutors & Associates

Including associate and sessional staff.



Volunteers & Contractors

All third-party individuals on site or delivering services.



Visitors & Learners

Everyone who accesses Reconnect Learning provision.

Activities Covered

- Alternative Provision
- Home tuition
- Online learning
- Community-based provision
- Outreach services
- Educational visits
- Work experience placements
- Meetings and events
- Administrative activities

Legal Framework

This policy has regard to the following legislation and statutory guidance. The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to employees and others who may be affected by their activities.

Statutory Guidance

Keeping Children Safe in Education (KCSIE) 2026

Statutory guidance for schools, colleges and alternative provision settings on safeguarding children and young people.

Working Together to Safeguard Children 2026

Statutory guidance on inter-agency working to safeguard and promote the welfare of children.

Primary Legislation

Health and Safety at Work etc. Act 1974

The primary piece of legislation covering occupational health and safety in Great Britain.

Management of Health and Safety at Work Regulations 1999

Requires employers to carry out risk assessments and implement appropriate control measures.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Requires reporting of certain workplace incidents, including accidents, dangerous occurrences and occupational diseases.

Equality Act 2010

Protects individuals from discrimination and promotes equality of opportunity.

Data Protection Act 2018 and UK GDPR

Governs the processing and storage of personal data, including risk assessment records.



This policy should be read alongside Reconnect Learning's Safeguarding and Child Protection Policy, which is the organisation's overarching safeguarding policy.

Key Definitions

Hazard

A hazard is **anything with the potential to cause harm**.

Examples include:

- Slips, trips and falls
- Lone working
- Aggressive behaviour
- Unsafe premises
- Online risks
- Fire hazards
- Medical emergencies

Risk

Risk is the **likelihood that harm may occur** together with the severity of the consequences.

Control Measures

Control measures are **actions taken to reduce risks** to an acceptable level. Examples include:

- Staff training
- Supervision
- Risk assessments
- Safeguarding procedures
- First aid provision
- Safe working practices

Responsibilities

Managing Director

- Holding overall responsibility for health and safety and risk management
- Ensuring risk assessments are completed for all activities and settings
- Reviewing and approving risk assessments regularly
- Implementing and monitoring control measures
- Ensuring staff receive appropriate training
- Investigating incidents, accidents and near misses
- Maintaining accurate and secure records

Staff and Tutors

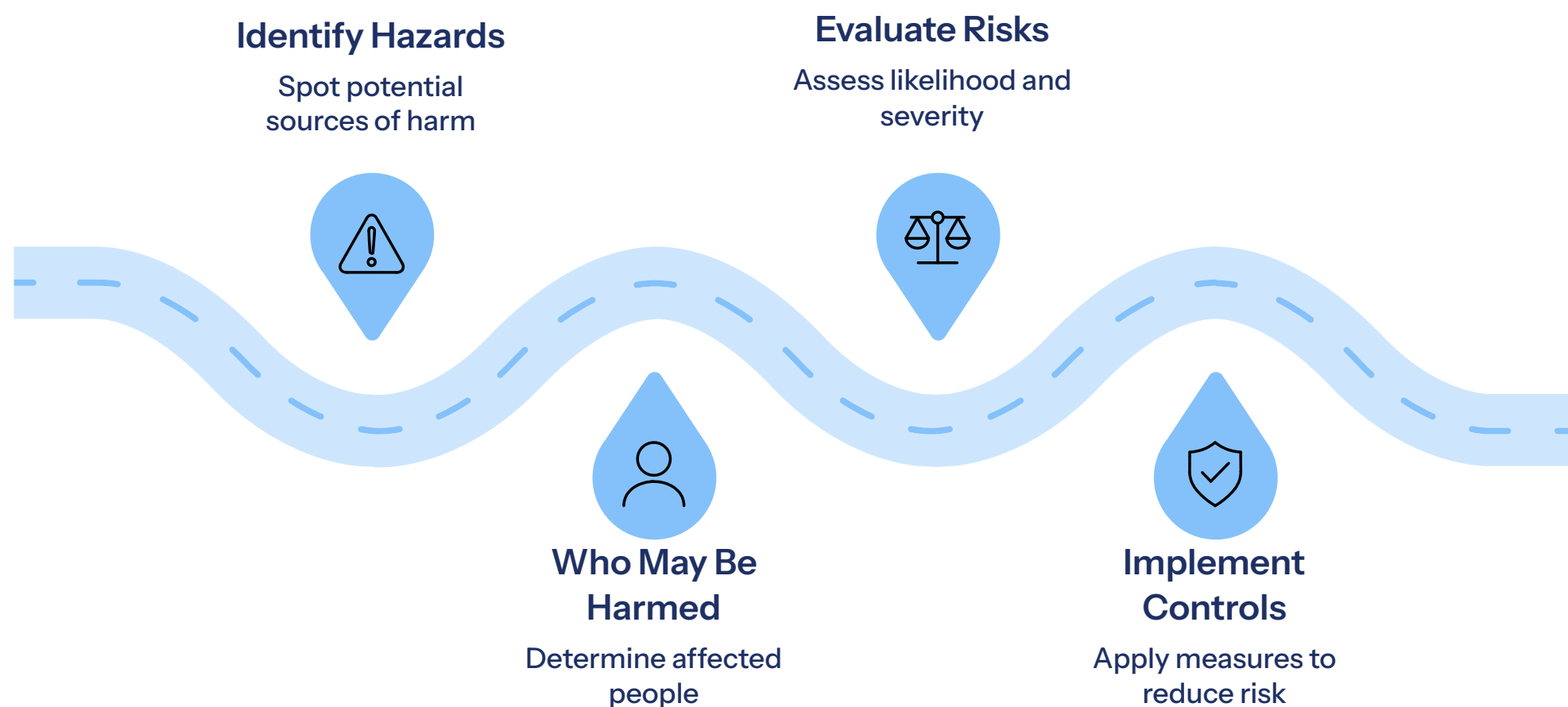
- Follow risk assessments
- Report hazards promptly
- Report accidents and near misses
- Cooperate with safety procedures
- Take reasonable care of themselves and others

Learners

- Follow safety instructions
- Report concerns to staff
- Behave responsibly
- Use equipment appropriately

The Risk Assessment Process

Reconnect Learning follows a structured six-step process to identify, evaluate and manage risks across all activities and settings.



Step 1 — Identify Hazards

Consider the activity, environment, equipment used, individual needs, medical requirements, behavioural concerns and safeguarding risks.

Step 2 — Identify Who May Be Harmed

This may include learners, staff, visitors, contractors and members of the public.

Step 3 — Evaluate Risks

Consider likelihood of harm, severity of harm, existing control measures and additional actions required.

Step 4 — Implement Controls

Control measures should be proportionate and practical, including staff supervision, PPE, behaviour support plans, safeguarding measures, training and environmental controls.

Step 5 — Record Findings

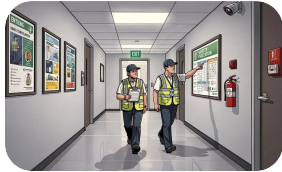
Significant findings will be documented, dated, signed where appropriate and retained securely in accordance with the Data Protection Act 2018 and UK GDPR.

Step 6 — Review

Risk assessments will be reviewed annually and without unnecessary delay following incidents, near misses, significant changes to activities, personnel or environments, or where concerns are identified.

Types of Risk Assessment

Reconnect Learning undertakes a range of risk assessments tailored to the specific context and needs of each activity or individual.



General Risk Assessments

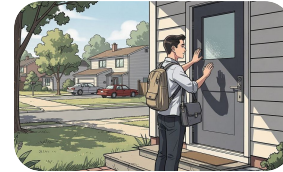
Covering routine activities and premises to ensure day-to-day safety for all.



Individual Learner Assessments

For learners presenting additional risks including SEMH needs, challenging behaviour, medical conditions, absconding risks, self-harm concerns and safeguarding concerns.

Risk assessments may be required for learners presenting risks relating to violence, criminal exploitation, county lines involvement, weapon carrying, substance misuse or persistent absconding. This reflects the reality of Alternative Provision.



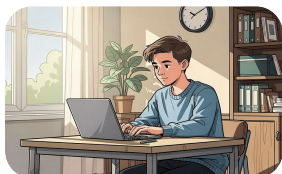
Home Tuition Assessments

Considering lone working, home environment, access arrangements, behavioural risks and safeguarding concerns.



Educational Visits Assessments

Considering travel arrangements, venue safety, medical needs, staffing ratios and emergency procedures.



Online Learning Assessments

Considering online safety, data protection, safeguarding and appropriate use of technology.

Risk Rating System

Reconnect Learning uses a standardised risk rating matrix. The **Risk Score = Likelihood × Severity**. High and Very High risks must be addressed immediately.

Likelihood Scale

Likelihood	Score
Rare	1
Unlikely	2
Possible	3
Likely	4
Very Likely	5

Severity Scale

Severity	Score
Insignificant	1
Minor Injury	2
Moderate Injury	3
Major Injury	4
Fatality / Catastrophic	5

Risk Rating Matrix

Score	Rating	Action
1–4	 Low	Monitor
5–9	 Medium	Review & manage
10–16	 High	Address immediately
17–25	 Very High	Address immediately

 High and Very High risk scores must be addressed immediately with robust control measures in place before the activity proceeds.

Safeguarding Risk Assessments

Risk assessments must consider safeguarding risks and should be completed alongside safeguarding procedures. Safeguarding is central to all risk assessment activity at Reconnect Learning.

Child Protection

Child protection concerns must be identified and escalated in line with the Child Protection and Safeguarding Policy.

Online Safety Risks

Risks arising from online learning, communication and technology use must be assessed and managed.

Missing Learners

Procedures for missing learners must be reflected in risk assessments for all provision types.

Radicalisation

Risks of radicalisation and extremism must be considered in line with Prevent duty guidance.

Peer-on-Peer Abuse

Including sexual harassment and exploitation — risks must be assessed and appropriate controls implemented.

Lone Working with Learners

Specific safeguarding risk assessments must be completed for all lone working arrangements involving learners.

Lone Working & Educational Visits

Lone Working

Where staff work alone, suitable risk assessments will be completed. Control measures may include:

- Check-in arrangements
- Emergency contact procedures
- Mobile phone access
- Home visit protocols
- Dynamic risk assessment

Staff are expected to undertake dynamic risk assessments where circumstances change during an activity or visit and take immediate action to reduce risks. This is often referenced by Ofsted and local authority auditors.



Staff must not enter situations where risks cannot be managed safely.

Educational Visits

Prior to any educational visit, the following must be in place:

- A completed risk assessment
- Emergency procedures established
- Medical information reviewed
- First aid arrangements confirmed
- Staffing arrangements reviewed

Higher-risk visits may require additional controls and enhanced supervision ratios.

Monitoring, Training & Record Keeping



Monitoring by the Managing Director

The Managing Director will monitor risk assessments, accident records, near misses, safeguarding incidents, behaviour incidents and educational visits to ensure arrangements remain effective and compliant.



Staff Training

Staff will receive training and guidance relating to risk assessment processes, health and safety, safeguarding, lone working, educational visits and emergency procedures. Training records will be maintained.



Record Keeping

Risk assessments will be dated, signed where appropriate, reviewed regularly and stored securely. Records will be retained in accordance with Reconnect Learning's Records Retention Schedule and managed in line with the Data Protection Act 2018 and UK GDPR.



Quality Assurance

Reconnect Learning will review risk assessment arrangements termly to identify trends, reduce incidents, improve safety, enhance safeguarding practice and ensure legal compliance. Findings may be used to update policies, procedures and training.



Annual Policy Review

This policy will be reviewed annually and without unnecessary delay following changes to legislation, statutory guidance, health and safety requirements, safeguarding practice, organisational arrangements or learning identified through incidents, near misses, audits, inspections, risk reviews or service evaluations. The Managing Director holds governance responsibility for this review.

Related Policies & Compliance

Related Policies

This policy should be read alongside the following Reconnect Learning policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Educational Visits Policy
- Behaviour Policy
- Lone Working Policy
- Online Safety Policy
- Supporting Learners with Medical Conditions Policy
- Emergency Procedures Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Managing Allegations Against Staff Policy
- Low-Level Concerns Policy
- Quality Assurance Policy

Compliance Rating

This policy has been developed with regard to the relevant legislation, statutory guidance and governance expectations applicable at the date of approval.

-  **Health and Safety at Work etc. Act 1974**
-  **Management of Health and Safety at Work Regulations 1999**
-  **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
-  **Equality Act 2010**
-  **Data Protection Act 2018 and UK GDPR**
-  **Keeping Children Safe in Education (KCSIE) 2026**
-  **Working Together to Safeguard Children 2026**
-  **Ofsted Alternative Provision Expectations**
-  **Local Authority Provider Requirements**

Approved By: Ellen Kerr | **Position:** Managing Director, Reconnect Learning

Date Approved: September 2026 | **Review Date:** September 2027 |

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