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**Risk Assessment Policy**

**1. Policy Statement**

Stepping Stones Alternative Provision (SSAP) is committed to ensuring the health, safety and welfare of all students, staff and visitors. We recognise that effective risk management is essential to achieving this aim. Therefore, all activities, including trips and excursions, will be thoroughly risk assessed, and appropriate measures will be taken to mitigate potential risks.

**2. Purpose**

The purpose of this policy is to provide clear guidelines on the identification, assessment, and management of risks associated with activities conducted by SSAP, particularly focusing on trips and excursions.

**3. Scope**

This policy applies to all staff, students and any third-party individuals involved in activities organized by SSAP, both on and off the premises.

**4. Roles and Responsibilities**

* **Head of Provision**:
  + Overall responsibility for the implementation and oversight of this policy.
  + Ensures that all staff are trained and aware of the procedures for conducting risk assessments.
  + Provides guidance on risk assessment processes.
  + Reviews and approves all risk assessments before activities take place.
* **Staff Members**:
  + Responsible for conducting risk assessments for all activities they are organising.
  + Ensure that all identified risks are appropriately managed and communicated to relevant parties.
  + Make necessary changes to risk assessments as required before, during, or after the activity.
* **Students**:
  + Adhere to all safety guidelines and instructions provided by staff.
  + Report any hazards or risks encountered during activities.

**5. Risk Assessment Procedure**

1. **Identification of Risks**:
   * Prior to any activity, particularly trips and excursions, staff must identify potential hazards that could pose a risk to the health and safety of participants.
2. **Risk Assessment**:
   * A comprehensive risk assessment must be completed prior to any trip, excursion or activity.
   * The assessment should consider the likelihood and potential impact of identified risks, taking into account factors such as location, participant needs, weather conditions, and transportation.
   * Controls must be identified and implemented to mitigate risks to an acceptable level.
3. **Review and Approval**:
   * Completed risk assessments must be submitted to the Head of Provision for review and approval at least two weeks prior to the activity.
   * The Head of Provision will review the assessment to ensure that all risks have been appropriately identified and managed.
4. **Communication**:
   * Once approved, the risk assessment must be shared with all relevant parties, including staff, students, and where appropriate, parents/guardians.
   * Specific instructions and guidelines related to the activity must be communicated clearly to all participants.
5. **On-the-Day Assessment**:
   * Staff responsible for the activity must conduct an on-the-day assessment to identify any new or unforeseen risks.
   * Any changes to the original risk assessment must be documented and communicated to the Head of Site as soon as possible.
6. **Post-Activity Review**:
   * After the activity, a review should be conducted to evaluate the effectiveness of the risk management measures.
   * Any incidents, near misses, or newly identified risks should be recorded and used to inform future risk assessments.

**6. Monitoring and Review**

* This policy will be reviewed annually or following any significant incident or change in legislation.
* The Head of Provision will monitor compliance with this policy and take corrective actions if necessary.

**7. Documentation**

* All risk assessments and related documentation must be securely stored and readily accessible for review.
* Records of all risk assessments must be kept for a minimum of five years.

**8. Training**

* All staff involved in organising activities must undergo risk assessment training.
* Refresher training will be provided annually or as needed.

**9. Compliance**

* Non-compliance with this policy may result in disciplinary action in accordance with SSAP’s disciplinary procedures.

**Policy Effective Date:** 15/08/2024  
**Next Review Date:** August 2025

**Approved by:** Joshua Roscoe- Head of Provision, Stepping Stones Alternative Provision  
**Date:** 15/08/2024

This policy ensures that all activities, particularly off-site trips, are conducted in a manner that prioritises safety and minimises risks to all involved.