Empowering Futures

# Managing Risks Policy and Risk Assessments

## Purpose:

The purpose of this policy is to establish a consistent approach to identifying, assessing, managing, and mitigating risks within Empowering Futures. The policy ensures the safety and wellbeing of learners, staff, visitors, and stakeholders while protecting the organisation’s operations, reputation, and regulatory compliance.

## Scope:

This policy applies to all Empowering Futures sites, activities, programmes, staff members, contractors, and learners. It includes specific risk assessments for areas such as alternative provision, adult education, one-to-one tuition, off-site learning, and engagement with service users with challenging behaviour.

## Policy Statement:

Empowering Futures is committed to maintaining a proactive and preventative risk management culture. Risk assessments are a fundamental part of our Health and Safety strategy and are carried out regularly to ensure a safe environment for all.

## Key Principles:

- Risk assessments are conducted prior to the commencement of all new programmes, activities, or site usage.  
- All staff are responsible for identifying hazards and contributing to risk reduction.  
- Risks are reviewed termly or following any incident, environmental change, or staff/learner concern.  
- Reasonable control measures are implemented proportionately to reduce risk to acceptable levels.

## General Risk Categories:

1. Physical Safety (e.g. fire, trip hazards, manual handling)  
2. Health (e.g. illness, infection, pandemic-related risks)  
3. Behavioural (e.g. violence at work, challenging behaviour from learners or service users)  
4. Environmental (e.g. poor lighting, ventilation, extreme weather)  
5. Operational (e.g. lone working, unauthorised visitors, safeguarding risks)

## Specific Risk Assessments:

1. Violence at Work:  
- Risk: Staff may be verbally abused or physically threatened by service users or visitors.  
- Control Measures:  
 - All staff receive de-escalation training.  
 - Clear behaviour policies are communicated to learners and parents.  
 - Immediate access to emergency alarms or staff radio systems.  
 - Incident reports are completed and reviewed by management.  
 - Staff work in pairs in high-risk scenarios.  
  
2. Challenging Behaviour (Young People and Adults):  
- Risk: Learners may display unpredictable or disruptive behaviours due to emotional, social or mental health needs.  
- Control Measures:  
 - Behaviour Support Plans and individual risk assessments developed for high-risk learners.  
 - Small group sizes or 1:1 settings where necessary.  
 - Trained pastoral staff and SEND specialists on site.  
 - Staff are trained in Positive Behaviour Support (PBS) and safeguarding.  
  
3. Visitors and Access Control:  
- Risk: Unauthorised or unmanaged visitors pose a risk to safeguarding and security.  
- Control Measures:  
 - All visitors sign in and wear identification badges.  
 - Staff challenge any unidentified individuals.  
 - Controlled entry systems (e.g., locked doors, reception staff) at all main sites.  
 - Visitor logs are reviewed weekly.  
  
4. Lone Working:  
- Risk: Staff working alone may be at greater risk in emergencies or during conflict situations.  
- Control Measures:  
 - Lone working register maintained with check-in/check-out procedures.  
 - Emergency contact procedures are in place.  
 - Risk is minimised by scheduling high-risk appointments during staffed hours.  
  
5. Off-Site Learning or Outreach Activities:  
- Risk: Learners or staff may be exposed to unfamiliar risks when delivering or attending external sessions.  
- Control Measures:  
 - Site visit risk assessments completed in advance.  
 - Parent/carer consent forms are required for all young people.  
 - First aid kits, emergency contact numbers and safeguarding protocols carried at all times.

## Monitoring and Review:

- All risk assessments are reviewed termly or sooner if triggered by an incident or operational change.  
- Reports are compiled by the Health & Safety Officer and signed off by the Centre Manager.  
- Lessons learned are shared in team meetings and used to improve future practice.  
  
Staff receive regular training on risk identification, reporting procedures, and emergency protocols as part of their induction and CPD.

## Approval and Review:

Date of Implementation: April 2025  
Next Review Date: March 2026  
Approved by: Rhean white - Director