

Beacon Alternative School CIC (and Alternative Provision)

Risk Assessment Policy



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Review Due by: January 2027

Note: Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration.

This policy applies to all Beacon AP sites, including home-based teaching locations and approved off-site venues. It applies to all students, staff, volunteers, and visitors while under Beacon's duty of care.

1. Introduction

Beacon Alternative Provision is committed to providing a safe and healthy environment for young people, staff, and others involved in its provision. Risk assessment is a key part of meeting our health and safety, safeguarding, and duty of care responsibilities.

This policy sets out how risks are identified, assessed, managed, and reviewed to reduce the likelihood of harm and support safe practice across all Beacon activities.

2. Purpose

This policy aims to:

- Identify hazards that may cause harm
- Assess and manage risks in a proportionate way
- Support safe decision-making and planning
- Ensure compliance with health and safety legislation
- Promote a culture of shared responsibility for safety

3. Scope

This policy applies to:

- All students attending Beacon provision
- All staff, including temporary and sessional staff
- Volunteers, visitors, and contractors

It applies to:

- On-site provision
- Home-based teaching
- Community and off-site activities
- Educational visits and travel

4. Legal Framework

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safeguarding and child protection guidance
- Relevant DfE and HSE guidance

5. Roles and Responsibilities

Head of Provision

Has overall responsibility for ensuring appropriate risk assessments are in place and reviewed.

Managers

Ensure risk assessments are completed, implemented, and monitored.

Staff

Identify hazards, follow control measures, and report concerns or changes in risk.

Parents/Carers

Work cooperatively with Beacon to ensure safe learning environments, particularly for home-based provision.

6. Risk Assessment Process

Risk assessments at Beacon follow a simple, practical process.

6.1 Identifying Hazards

Staff consider hazards related to:

- The environment (home, venue, outdoors)
- Activities being undertaken
- Behavioural or emotional risks
- Health or medical needs
- Travel and lone working

6.2 Assessing Risk

For each hazard, staff consider:

- How likely harm is to occur
- How serious the harm could be

This allows risks to be prioritised and managed appropriately.

6.3 Controlling Risk

Where risks are identified, Beacon will:

- Remove the hazard where possible
- Reduce the risk through changes to practice or environment
- Put clear procedures or boundaries in place
- Provide training or guidance
- Use personal protective equipment where appropriate
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Risk control measures must be realistic and proportionate.

7. Review and Monitoring

Risk assessments are reviewed:

- At least annually
- When there is a change in circumstances
- Following an incident or near miss
- When concerns are raised

Risk assessments are living documents and updated as needed.

8. Specific Areas of Risk

Risk assessments may be required for:

- Home-based learning environments
- Community and venue-based provision
- Lone working
- Behavioural and emotional risks
- Medical needs
- Fire safety
- Travel and transport
- Infectious illness and hygiene

Relevant policies should be followed alongside risk assessments.

9. Training and Information

Beacon ensures that staff:

- Receive guidance on risk assessment and safe working
- Understand their responsibilities
- Know how to report concerns

Parents/carers are informed where risk assessments affect home-based provision.

10. Incident Reporting and Review

All accidents, incidents, and near misses must be reported in line with the Incident Reporting Policy.

Incidents are reviewed to:

- Identify learning
- Update risk assessments
- Improve future practice

11. Monitoring and Review of the Policy

This policy is reviewed annually or sooner if required due to:

- Changes in legislation or guidance
- Significant incidents
- Changes in Beacon provision

12. Related Policies

- Health and Safety Policy
- First Aid Policy
- Incident Reporting Policy
- Lone Working Policy
- Safeguarding and Child Protection Policy
- Off-Site Visits Policy