

Reach Support Services

Risk Assessment Procedure

1. Purpose

The primary purpose of this policy is to establish a clear and consistent approach to identifying and mitigating risks. It enables REACH Support Services to meet legal obligations under health and safety legislation, while also maintaining a culture of accountability and proactive risk management. Effective risk assessments help ensure that children and young people are supported in environments that are safe, supportive, and responsive to their needs. Additionally, it ensures our team is equipped to deliver services confidently and responsibly.

2. Scope

This procedure applies to: all Reach Support Services staff and volunteers. All locations where services are delivered, including in-schools and office based support. All service users and stakeholders involved in activities or care provided by Reach Support Services.

3. Responsibilities

Leaders will: oversee the implementation of risk assessments and ensures compliance. Team Leaders/Supervisors: conduct and review risk assessments regularly. Staff and Volunteers: report hazards and participate in assessments where applicable. Health & Safety Lead: maintains central records and monitors risk control effectiveness.

4. Risk Assessment Process

Step 1 - Identify Hazards:

observe work activities, client care, environment, equipment, and materials. Review incident/accident reports, complaints, and staff feedback. Consider both physical and psychological risks (e.g., stress, lone working).

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Step 2 - Identify Who Might Be Harmed:

service users (including those with specific vulnerabilities). Staff and volunteers. Visitors, contractors, and other stakeholders.

Step 3 - Evaluate the Risks:

assess the likelihood and severity of harm occurring. Use a risk matrix (Low/Medium/High) to assign a risk rating.

Step 4 - Determine Controls:

eliminate the hazard. Substitute with a less hazardous alternative. Implement engineering controls (e.g., barriers, safe equipment). Apply administrative controls (e.g., policies, training). Provide personal protective equipment (PPE).

Step 5 - Record the Assessment:

Use Reach Support Services' Risk Assessment Template. Ensure documentation includes: date of assessment; name of assessor; identified risks and controls; persons at risk; risk rating before and after controls.

Step 6 - Implement Controls:

ensure staff are informed of new procedures or safety measures. Provide necessary training or equipment.

Step 7 - Monitor and Review:

review assessments annually, after a significant incident or when changes occur (e.g., environment, service user needs, legislation). Reassess risks if controls prove ineffective.

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5. Types of Risk Assessments Used

Generic: for common tasks or recurring environments. Site-Specific: tailored to a specific location or service setting. Individual Risk Assessments: for service users with particular needs (e.g., behaviour, mobility). Dynamic: carried out in real-time during unexpected or changing situations.

6. Documentation and Records

All risk assessments will be stored securely (digitally or in hard copy) and accessible to relevant staff. Risk assessment records must be kept for a minimum of 3 years or as per legal and regulatory requirements.

7. Training

All staff must receive training in risk awareness and this procedure during induction. Ongoing refresher training will be provided annually or when significant changes occur.

8. Review and Audit

This procedure will be reviewed annually or following any significant changes in operations or legislation. Internal audits will be conducted bi-annually to ensure compliance and effectiveness.

Last reviewed: May 2025

Next review due: May 2026

Approved by: Jamie Tugby

Signature: