



Risk Management and Risk Assessment Policy

Ratified by Chair of Govs:

Signed by 

Date 

Purpose of this Policy

MIAG (Meeting Individual Aspirations & Goals) is committed to providing a **safe, nurturing, and inclusive environment** for all learners, staff, and visitors. The purpose of this policy is to ensure that risks are identified, assessed, managed, and regularly reviewed to **reduce harm, promote wellbeing**, and **support safe learning and working environments**.

Scope:

This policy applies to:

- ✚ All MIAG staff, Directors and volunteers
 - ✚ All learners
 - ✚ Visitors, contractors, and external partners
 - ✚ All settings and off-site activities managed by MIAG
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Our Approach to Risk Management:

We take a **proactive and preventative approach** to risk management. This means:

- ✚ Ensuring all staff are aware of their responsibilities, both individually and collectively to manage risk
- ✚ Identifying potential hazards early
- ✚ Using the **Take 20, Final Checks** approach
- ✚ Assessing who may be at risk and how
- ✚ Deciding on appropriate control measures
- ✚ Recording and reviewing risk assessments regularly
- ✚ Responding quickly to changes in circumstances or new risks

Risk management supports our responsibilities under:

- ✚ The **Health and Safety at Work Act 1974**
 - ✚ The **Children Act 1989/2004**
 - ✚ The **SEND Code of Practice**
 - ✚ **Safeguarding and child protection guidance**
 - ✚ The **Equality Act 2010**
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Types of Risks We Assess:

- ✚ **Environmental risks** (buildings, equipment, fire, hygiene, access)
 - ✚ **Activity risks** (curriculum tasks, physical education, off-site trips)
 - ✚ **Individual risks** (linked to a learner's behaviour, health, SEND, or vulnerabilities)
 - ✚ **Safeguarding risks** (peer-on-peer abuse, online safety, supervision)
 - ✚ **Staff risks** (lone working, managing challenging behaviour, wellbeing)
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Individual Risk Assessments:

Some learners require **personalised risk assessments** due to:

- ✚ Behavioural risks (e.g., violence, absconding, substance use)
- ✚ Mental health or medical needs
- ✚ Safety concerns (e.g., being at risk of exploitation or self-harm)

These assessments are created **in partnership** with the learner, family, and professionals. They are:

- ✚ Reviewed regularly (at least termly or after an incident)
 - ✚ Shared with all relevant staff
 - ✚ Linked to the learner's **support plan, EHCP, or safety plan**
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Responsibilities

Operations Manager:

- ✚ Oversees the implementation and review of this policy as the Designated Health & Safety Lead
- ✚ Signs off all high-level or organisational risk assessments
- ✚ Maintains central records of all assessments
- ✚ Ensures regular reviews and updates
- ✚ Provides staff with guidance and training on risk management

All Staff:

- ✚ Are responsible for reading and following relevant risk assessments
 - ✚ Report any new risks or incidents to the Designated Person
 - ✚ Help create or review learner-specific risk assessments
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Recording and Reviewing Risk Assessments:

- ✚ Risk assessments are written using MIAG's approved format
 - ✚ They are stored securely and made accessible to relevant staff
 - ✚ All assessments include: the hazard, people at risk, likelihood, severity, control measures, and review date
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Responding to Incidents:

Where an incident occurs (e.g., injury, dangerous behaviour, near-miss):

- ✚ It is recorded on MIAG's incident log
 - ✚ Relevant risk assessments are reviewed and updated
 - ✚ Lessons are shared with staff as part of ongoing learning
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Training and Support:

- ✚ All staff receive **risk awareness training** as part of induction
 - ✚ Ongoing training includes **behaviour de-escalation, first aid, safeguarding, and health and safety**
 - ✚ Staff are encouraged to raise concerns or suggest changes at any time
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Monitoring and Review:

- All risk assessments are reviewed **at least annually**, or sooner if:
 - There is a serious incident
 - A new learner joins
 - Staff raise a concern
 - An activity or environment changes
- The policy itself is reviewed annually by the MIAG Management Board