

Risk Assessment Policy

This policy was updated: **August 2026**

This policy will be reviewed: **August 2027**

Statutory policy? **Yes**

Policy Statement

Nulogic is committed to protecting the health, safety and welfare of every student, member of staff, visitor and contractor at each of the sites we operate. As a provider of Pre-16 and Post-16 Alternative Provision, many of the young people in our care are vulnerable, and this policy operates alongside our Safeguarding and Child Protection Policy to ensure that risk is identified, controlled, and reviewed consistently across the organisation.

This policy sets out how Nulogic Training identifies, assesses and manages risk, and the responsibilities held by staff at every level. It applies to all of our sites, to all activities delivered on and off those sites, and to all staff, students, visitors, and contractors.

Legal Framework

This policy has been developed with reference to the following legislation and statutory guidance, as applicable:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations (COSHH) 2002, where relevant to workshop/practical delivery
- Equality Act 2010
- Working Time Regulations 1998, in relation to staff supervision and rest breaks
- Keeping Children Safe in Education (statutory safeguarding guidance)

Scope

This policy covers every Nulogic Training site. Each site has its own building and site risk assessment, covering access and egress, medication, classroom and workshop activities, emergency arrangements, and site security. Where practical or workshop sessions are delivered (for example Construction Skills, involving tools, machinery, materials and PPE), these are covered by a separate activity-specific risk assessment. Off-site visits and enrichment activities are covered by a separate visit-specific risk assessment for each trip.

Roles and Responsibilities

Directors and Senior Leadership

Hold overall accountability for health and safety across the organisation, and ensure adequate resources, time and training are made available to meet this policy.

Health and Safety Lead

Supports implementation of this policy, coordinates site audits, and provides advice to Site Managers on control measures and legal compliance.

Head of Provision

Responsible for day-to-day safety at their site: ensuring control measures in the site risk assessment are implemented and maintained, carrying out opening/closing checks, and escalating anything that cannot be resolved locally.

Designated Safeguarding Lead (DSL)

On site at all times sessions are running, and responsible for overseeing safeguarding-related risks, including site security, visitor access and supervision arrangements.

Educational Visits Coordinator (EVC) and Educational Visits Leaders (EVL)

The EVC approves the risk assessment for every off-site visit or enrichment activity before it goes ahead. Each Head of Centre acts as EVL for visits run from their site, and is responsible for the safe delivery of that visit.

All Staff

Expected to follow the control measures set out in the relevant risk assessment, use any equipment and PPE as instructed, report hazards, near misses and incidents immediately, and attend the health and safety and safeguarding training required for their role.

Students / Learners

Expected to follow site rules and staff instructions, and to report any hazard or concern to a member of staff.

The Risk Assessment Process

Risk assessments at Nulogic Training follow a five-step process:

- Identify the hazards.
- Identify who might be harmed, and how.
- Record the control measures already in place.
- Agree any further action needed, with a named owner and target date.
- Set a review date.

Each hazard is rated for severity and likelihood using a standard risk matrix, producing an overall Low, Medium or High rating. Any risk rated High is treated as a priority and is addressed before the activity continues, or with interim controls in place in the meantime.

In addition to the site risk assessment, staff apply dynamic risk assessment during sessions - for example in response to a student's behaviour, an unplanned change to the environment, or an emerging incident - and act on it immediately rather than waiting for the written assessment to be updated.

Training

All staff complete health and safety and safeguarding induction before working unsupervised with students, and refresher training at intervals set by the organisation. Role-specific training is provided where needed, for example first aid, manual handling, or the safe use of tools and machinery for workshop delivery.

Monitoring, Incident Reporting and Review

All accidents, incidents and near misses are logged and reviewed, and any incident meeting the RIDDOR threshold is reported to the Health and Safety Executive. Site Managers and the Health and Safety Lead carry out periodic site checks in addition to the daily opening/closing routine.

Site risk assessments are formally reviewed at least annually, and sooner if there is a significant change to the site, a change to the activities delivered, or following an incident that suggests existing control measures are no longer adequate.

Consultation

Staff are consulted on health and safety matters through team meetings, training sessions and incident reviews. Students are briefed on site rules and expectations in a way that is appropriate to their age and needs.

Record Keeping

Risk assessments, incident logs and relevant training records are held securely and retained in line with our data retention arrangements. Copies are made available to regulators, commissioning schools and local authorities on request.

Related Policies

- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Behaviour Policy
- Fire Safety Policy and Procedures

Availability of This Policy

This policy, and the risk assessment for each individual site, are available on request, including to commissioning schools and local authorities as part of their due diligence arrangements.