



Risk Assessment Policy

1. Policy Statement

The Rootz organisation is committed to providing a safe environment for learners, Rootz staff, visitors, and volunteers. Risk assessments are a fundamental part of our health and safety management system and are designed to prevent harm by identifying hazards and implementing control measures.

2. Purpose

The purpose of this policy is to:

- Establish a consistent approach to identifying and managing risks.
- Protect learners and Rootz staff by preventing accidents and incidents.
- Promote compliance with legal requirements under the **Health and Safety at Work Act 1974**, and associated regulations.
- Foster a proactive health and safety culture.

3. Scope

This policy applies to:

- All Rootz staff, learners, contractors, and visitors.

- All premises, off-site activities, and online/digital operations.
- All teaching, learning, and operational functions.

4. Definitions

- **Hazard:** Anything that has the potential to cause harm.
- **Risk:** The likelihood of a hazard causing harm and the severity of the outcome.
- **Risk Assessment:** The process of evaluating risks and determining appropriate control measures.

5. Responsibilities

- **Rootz Senior Leadership:** Ensure a risk management culture is embedded; approve risk assessments.
- **Designated Health & Safety Lead:** Oversee the risk assessment process and ensure staff training.
- **All Rootz Staff:** Report hazards and complete relevant risk assessments for activities/events.
- **External Providers/Contractors:** Must supply their own risk assessments when working with learners.

6. When Risk Assessments Must Be Carried Out

Risk assessments must be completed for:

- Daily activities within the setting.
- Off-site visits or trips.
- One-to-one working situations.
- Use of equipment, tools, or materials.
- Online or remote learning activities.
- Working with learners with complex needs or behavioural concerns.
- New Rootz staff roles, working environments, or significant changes in procedures.

7. The Risk Assessment Process

Risk assessments must follow this 5-step approach:

1. **Identify the hazards**
Look for anything that may cause harm (e.g., equipment, environment, behaviour, safeguarding risks).

2. **Decide who might be harmed and how**
Consider staff, learners, visitors, and vulnerable individuals.
3. **Evaluate the risks and decide on precautions**
Assess the severity and likelihood of each risk. Determine what actions are needed to reduce risk.
4. **Record your findings and implement them**
Use a standard risk assessment template. Assign responsibility for each control measure.
5. **Review and update the assessment regularly**
Especially if there is a significant change, incident, or at least annually.

8. Risk Ratings

A simple scoring system should be used:

- **Likelihood (1–5) x Severity (1–5) = Risk Level**
- **Low (1–4):** Monitor
- **Medium (5–12):** Action required
- **High (15–25):** Immediate action or consider stopping activity

9. Record Keeping

All completed risk assessments must be:

- Dated and signed by the person responsible.
- Approved by the designated Health and Safety Lead or Manager.
- Stored securely and accessible to staff.
- Retained for at least three years or in line with regulatory requirements.

10. Training

All Rootz staff will receive training on:

- How to complete a risk assessment.
- Identifying and reporting hazards.
- Their roles in keeping the environment safe.

11. Monitoring and Review

- Risk assessments are reviewed **annually** or when there is a change in procedure, environment, or legislation.
- Spot checks and audits will be carried out to ensure compliance.

- Any accidents or near misses will trigger a reassessment.

Risk Assessment Template

1. Activity/Area Being Assessed:

(E.g. Classroom session, 1:1 mentoring, school trip, online session)

2. Location:

(E.g. Site address, virtual platform, off-site venue)

3. Date of Assessment:

___ / ___ / ____

4. Assessed By:

(Full name and role)

5. Review Date:

___ / ___ / ____

6. People at Risk:

- ☐ Learners
- ☐ Staff
- ☐ Visitors
- ☐ Volunteers
- ☐ Contractors
- ☐ Others: _____

7. Hazards Identified, Risks and Control Measures

Hazard	Who is at risk?	Potential Harm	Current Controls	Risk Rating (L x S)
Example: Uneven flooring	Staff & learners	Trips, falls	Warning signs; area off-limits	2 x 3 = 6 (Medium)

8. Risk Scoring Matrix

Severity	Likelihood
1 – Negligible	1 – Rare
2 – Minor	2 – Unlikely
3 – Moderate	3 – Possible
4 – Major	4 – Likely
5 – Fatal	5 – Almost Certain

Risk Rating = Likelihood x Severity

- **1–4 = Low Risk** – Monitor
- **5–12 = Medium Risk** – Action required
- **15–25 = High Risk** – Urgent action or stop activity

9. Approval

Assessor Signature: _____

Date: ____ / ____ / ____

Manager/Senior Staff Approval: _____

Date: ____ / ____ / ____

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