



## Risk Assessment Policy

Policy	reviewed	By whom?
Risk Assessment Policy	22/09/2025	Leon Edwards

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### Risk Assessment Policy

Much of success of Pushforwards work is underpinned by treating all our young people as individuals, offering bespoke packages of delivery. This delivery takes place over many different sites and within the local area. Below we have outlined our risk assessment procedures, which we follow to keep young people and staff safe.

#### Personal Risk Assessment

Pushforward offers alternative provision for young people between 6 – 24 years. Many of these young people have complex needs, that can result in impulsive, potentially dangerous behaviour. Each student has a personal risk assessment that indicates the level of risk, they pose to themselves and others. It indicates possible triggers and highlights behaviours that should be consider in the planning of delivery. These are developed through a collaborative approach with professionals that surround the young person and our own understanding of that young person over time.

#### Building/Site Risk Assessment

All building are risk assessed for their suitability to be used as delivery spaces. They are externally assessed to ensure they meet fire and Health and Safety standards. These are reviewed by our facilities manager on a monthly basis and our external risk assessment organisation complete a full review twice a year. Building checks are carried out of sites to maintain the standards, these are formally recorded and stored on our secure system. The frequency of these depends on the assessed risk of the site. IE – Music studio is weekly, Car Garage is daily. The checks are sent to the Facilities Manager and problems are then delt with accordingly. Sperate Risk Assessment are also carried out on specialist sites where equipment on site poses high levels of risks such as forklifts, welding machinery, gym equipment.



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### Onsite Delivery

In addition to our buildings risk assessments, we carry out specific risk assessments for our onsite delivery. These are carried out by assessing the risk of a young person carrying out the activity. These include but are not limited to:

- Car Maintenance
- Wood and Metal Work
- Forestry Work
- Bush Craft
- Plumbing
- Construction
- Hair and beauty
- Arts and Craft
- Gym
- Cooking
- Play and learning (Primary)

Pushforward employs staff from a range of professional backgrounds, staff delivering sessions to young people have qualifications in the relevant topic area ensuring young person safety thought.

### External Activities

#### Regulated and non-regulated

Much of the work and support Pushforward offer is carried out away from a fixed location. There are several reasons why young people may visit external locations such as, first hand learning experiences e.g. trips to museums, for exercise and mental health reasons e.g. walks in the country, attending appointments e.g. dentist, gaining access to meals trips to e.g. cafes.

We define these into 2 categories:

**Regulated activities** – These are activities at venues that have operating hours and have staff in attendance and therefore potential risks should be reduced as they are being monitored.

**Non-Regulated Activities** – These are activities that may or may not have operating hours, staffing could be minimal or obsolete and therefore risks are greater. Non-regulated activities also included walking or exercising on public land.

For most activities staff request venue risk assessments before visiting and these are stored on file for repeat visits. Due to the broad nature of our work and the geographical scale of the service we provide. We cannot hold a risk assessment for every possible location or activity. In these circumstances generic risk assessments are written for staff to adhere to. For example, we could not source a risk assessment for every possible eatery, therefore a generic one has been written to remind staff of the risks involved.



## Risk Assessment Policy

### **Dynamic Risk Assessment**

Dynamic risk assessment is the final stage in the risk assessment process. It is in the moment risk assessment. Once at an activity staff carry this out to ensure they assess any potential risks that may have occurred since a risk assessment was completed or due to a change in student behaviour that could pose a risk. These are recorded on our mobile recording system through staff work mobile phones so we have immediate access to them at our administration centre.

### **Pre-Activity Risk Assessment**

This is an online form that is carried out by staff and submitted. The purpose is to assess any risk that may pose a threat that may not have been accounted for.

Pre activity risk assessments are carried out for:

Onsite activities that are high risk or have exposure to the elements.

All non-regulated activities

Any regulated activities that have exposure to the elements. E.g Zoo, Outdoor bike centres, Parks

Staff are made aware of which activities require pre activity risks based on a colour code system on the central spreadsheet.

### **Continuous Risk Assessment**

Staff are responsible for carrying out continuous risk assessment for all locations or activities when working with young people. This is done through constantly assessing the risks involved and acting to reduce risk or remove it. Where injury or incidents occur staff should take action to deal with them and record them in line with company procedures.

Additional information that accompanies the risk assessment policy include

- Lone working risk assessment
- Personal Risk Assessment
- Behaviour Plans
- YP Educational Healthcare Plan
- Location provided site risk assessments
- Internally created site risk assessment
- Activity Risk Assessments