



## ALTERNATIVE PROVISION

# Risk Assessment Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP  
Directors*

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## Procedure

Each time an activity is undertaken with a student, the activity Risk Assessment online form must be completed – please read the young person’s individual risk assessment in their case file prior to completing this form.

The individual activity risk assessment for the activity must be read and acknowledged (via the online form).

When the student’s individual risk assessment together with the risk assessment for the activity that is being undertaken have been read and understood, the activity Risk Assessment form should be completed and digitally signed by the staff responsible for undertaking the activity (this will mean that you have understood the risks / hazards / safety measures / resources involved when undertaking the activity).

It is the responsible staff member who needs to ensure all other staff who are accompanying the activity are aware of the risks. The students must also be made aware of what is expected of them whilst out on the activity.

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## Authorisation

Authorisation to undertake the activity must be gained from the Head of Provision via their digital response.

An activity must not be undertaken if this is not gained, nor should it be undertaken if the staff member feels the student is unsuitable for the activity or is unable to participate safely and appropriately.

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## Reporting Incidents

Report to the Head of Provision any near misses, accidents or significant events and complete the relevant forms.

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## Raise Values

Our [RAISE-AP values](#) (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Risk Assessment policy.

