

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

Risk Assessment Policy

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Coordinator: Head

Nominated Governor: the Health and Safety Governor

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Policy Statement and Purpose

The Haven is committed to identifying, assessing, and mitigating risks across all aspects of our provision. Risk assessment is a statutory duty under the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and **Keeping Children Safe in Education (2026)**. This policy provides the framework for risk management in The Haven's online-first and hybrid learning environment.

1. Scope

- Applies to all areas of The Haven's provision, including:
 - Online learning platforms and delivery.
 - Staff remote working environments.
 - Off-site and hybrid activities.
 - Governance, safeguarding, and compliance.
- Covers risks to learners, staff, volunteers, contractors, visitors, and organisational reputation.

2. Principles of Risk Assessment

- Risks will be **identified, documented, and reviewed** systematically.
- Assessments will consider:
 - Likelihood of occurrence.

- Impact on safety, safeguarding, learning, and reputation.
- Mitigation measures.
- Residual risk after mitigation.
- Assessments will be reviewed **annually** and **immediately if risks change**.

3. Roles and Responsibilities

- **Head/DSL:** The Head holds overall accountability for risk assessment.
 - > The DSL leads on safeguarding-related risks and coordinates with the DPO and other leads for operational and data-protection compliance.
- **Health & Safety Coordinator:** Maintains risk register, supports staff in assessments, and reports to governors.
- **Staff:** Responsible for carrying out activity-specific risk assessments (e.g. for trips, projects, or digital platforms).
- **Governors:** Provide oversight, ensure accountability, and monitor high-level risks.

4. Risk Assessment Process

- **Identify** hazards (digital, physical, procedural, reputational).
- **Evaluate** likelihood and impact.
- **Mitigate** through reasonable adjustments, controls, or changes.
- **Record** in The Haven's risk register.
- **Review** regularly (termly DSL/gov check).

5. Categories of Risk

Drawing on our adapted register, The Haven monitors:

- **Safeguarding Risks** (e.g. children missing education, online grooming, racism, neglect).
- **Operational Risks** (e.g. platform security, staff availability, data breaches).
- **Educational Risks** (e.g. accessibility of curriculum, SEND provision, exam access).
- **Health & Safety Risks** (e.g. staff remote working, off-site events).
- **Reputational/Compliance Risks** (e.g. inspection readiness, equalities compliance, LA partnership).

6. Recording and Reporting

- The Haven maintains a central **Risk Register**, updated termly.
- Significant risks are reported to governors and, where relevant, LAs.
- DSL ensures safeguarding-related risks are integrated with child protection procedures.

7. Monitoring and Review

- Termly DSL-led review of risk register.

- Annual governor review of policy and register.
- Immediate review if statutory frameworks (KCSIE, Ofsted, Equality Act) are updated.

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