

### Contents in this Policy

Page	Section
1	Scope of This Policy
2	Introduction and Aims of the Policy
3	Core Processes and Static Risk Management
4	Dynamic Risk Management
5	Behaviour Support for Individual Candidates
6	Daily Levels of Supervision
7	The Risk Assessment of Class Activities
8	The Risk Assessment of Offsite Trips, Including Enrichment
9	Workplace Risk Assessments
10	Café Training Risk Management
11	Day Service
12	Summary of Our Risk Management Process

### Scope of this Policy

Our candidates choose to learn with Team Domenica because they need additional support to enter the world of work. This support may be related to factors that create contextual risks for individuals as they develop the necessary independence to take up paid work and negotiate pathways to adulthood. This policy is concerned with how we manage these risks.

It is not the scope of this policy to outline Team Domenica's approach to General Health and Safety, Building Risk Assessments, Fire Safety and Evacuation, COSHH, Manual Handling, First Aid and Food Hygiene. These vital areas of work all have separate policies managed by our operations team.

This policy should be read alongside our wider suite of policies on relationships, wellbeing and safeguarding for a comprehensive picture of how we facilitate safe learning and development for our candidates while empowering them to make choices in all that impacts on them. The purpose of this document is to provide a guide to the specific risk management procedures appertaining to our curriculum journey.

### Associated Documents

- *Team Domenica Safeguarding Policy*
- *Team Domenica Online Safety Policy*
- *Team Domenica Mental Capacity Policy*
- *Team Domenica Policy for the Promotion of Positive Behaviour and Relationships*

# Introduction and Aims of This Policy

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Team Domenica believes that sound risk management is a tool for inclusion and allows our young people to access a rich and fulfilling life at work and beyond. Crucial to this belief is that the underlying principle that risk management is not a process done by the staff at Team Domenica on behalf of the candidates, or with the intention of removing all risk from the candidate journey. While the removal of unacceptable risk is a duty we take seriously, mitigating, sharing and even accepting other risks is an essential part of facilitating a successful transition to the workplace, and to more independent adulthood.

## The aims of this policy are:

- To outline the specific procedures for risk assessment and management.
- To explain the ethos behind these procedures.
- To outline when procedures should be used in specific circumstances.
- To promote the roles of shared thinking, open communication, professional judgement and cocreation in dynamic real-life contexts.
- To outline effective and proportional procedures for planning and implementing trips, external activities and visits.
- To make clear the responsibilities for staff in using risk management tools.

## This Policy Applies To:

- All those directly employed by Team Domenica and interact with, work alongside or in proximity to the candidates.
- All those indirectly engaged by Team Domenica by virtue of being sub-contracted or commissioned and paid by Team Domenica to carry out work on behalf of Team Domenica and where such work causes them to interact with, work alongside or in proximity to our candidates. This also means those working in volunteer or student placement activities.

## Responsibilities associated with this policy:

All those listed above are personally responsible for managing their own conduct in relation to following this policy and for supporting their colleagues and co-workers to follow this policy. All managers are responsible for ensuring all those listed above are made aware of this policy and guidance, and for monitoring their safe and proper conduct whilst interacting with or in proximity to candidates, and for taking such action as necessary to prevent any risk of harm due to failure to follow this policy. The trustees of Team Domenica are responsible for ensuring this policy is reviewed at least annually and ensuring it remains fit for purpose. As of August 2023, this responsibility is delegated to the Education and Quality Improvement Lead, Sara Fletcher.

## All employees in Team Domenica have a responsibility to:

- Take reasonable care of their own and others' health and safety.
- Co-operate with their employer as far as is necessary to enable compliance with the above duties.
- Carry out activities in accordance with training and instruction, including recording and reporting, accurately and in a timely manner.
- Inform the employer of any serious risk evident in any setting at Team Domenica or emergent from individual circumstances.
- Proactively participating in a positive and empowering culture, sharing a flexible, creative approach that exposes candidates to the managed risk necessary for their growth and development and be open to reflection and learning from experience.

# Core Processes and Static Risk Management

Risk management at Team Domenica is based on the five principles of risk assessment recommended by the HSE in the leaflet INDG165 (rev4) and our core process can be illustrated in this way:

RISK MANAGEMENT				
RISK IDENTIFICATION		RISK EVALUATION	RISK REDUCTION (ELIMINATION)	EVALUATION
<p><b>Step 1</b></p> <p>Identify Risk Factors (Hazards)</p>	<p><b>Step 2</b></p> <p>Risk Identification (Who can be hurt and how?)</p>	<p><b>Step 3</b></p> <p>Evaluate The Risk Likelihood v Consequences</p> <p><b>Step Four</b></p> <p>Record your findings</p>	<p>Realistic Measures of Control</p>	<p>Effectiveness of Measure (Evidence)</p>

This structure is the basis of all risk management at Team Domenica and all processes will include these elements, not matter what other modifications may be used, such as Easy Read documentation when working with specific candidates or even verbal risk assessments in certain circumstances (see below).

**Step 1** is essential in separating generic hazards from the specific risks Team Domenica needs to manage.

Static Risk Assessment is an approach taken when most of the factors in any given context are unlikely to change significantly and we can take an informed, evidenced-based approach with reasonably certain outcomes. For example, Candidate A is having epilepsy, and it is probable they will become unwell if they become dehydrated: a Static Risk Assessment utilising information from medical professionals is therefore appropriate. Candidate K joins us with no experience of independent travel on public transport, so a risk assessment detailing the necessary approach is appropriate until the wider context (in this case travel training is implemented) changes.

In all situations where a written risk assessment is necessary (see below) the author will send the document to it the relevant manager, who will pass it to the Chief Operating Officer for final sign off no later than three working days before the planned activity.

# Dynamic Risk Assessment

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A Dynamic Risk Assessment is a continuous process of observing, assessing and analysing an environment to identify hazards and manage risk while completing a task where there are more variables that cannot be reasonably predicted, or which arise from circumstances that could not have been reasonably anticipated.

All staff should be always doing this to a certain degree when they are with candidates and calibrate their response depending on the context. Dynamic Risk Assessment tends to be most relevant in situations that arise day-to-day and do not require a full written risk assessment (although it might lead to one) and in more extreme circumstances.

Dynamic risk management can **require some quick decisions about safety, and it is essential that staff feel empowered to use their professional judgement and are supported to reflect on any outcomes. It is a priority in 2023-24 to expand training in Dynamic Risk Assessment.**

## Scenario A

The enrichment lead needs to walk her group to the dance studio every Thursday. This is a short local walk, and she has completed a written risk assessment covering all the static factors. This has been signed off and filed, the risk assessment states that the main road should only be crossed at the pelican crossing. However, on one date the crossing is out of action. The decision on how to cross then becomes dynamic, and the lead, in consultation with colleagues and candidates, if necessary, quickly decides the best course of action using the five-stage model. A poster indicates that the crossing will be out of action for some weeks. The enrichment lead needs to update the written risk assessment to reflect this, and the situation moves from dynamic to static.

## Scenario B

Early in the academic year a maths class is running and while the teacher is fully informed on individual risks the dynamic of the group has not been established. A wasp flies in causing some upset. The teacher does not want to add to the anxiety so calmly asks the training mentor to take the group for an early break while the teacher removes the wasp and shuts the windows. Later, the teacher and training mentor discuss the reactions of the group and whether the strategy was successful or not. This needs no further risk management unless specific learning emerges.

If staff find they are relying on repeated dynamic assessment of similar scenarios, they should discuss this in their 1:1 meeting with line managers to explore whether further action is needed.

## Behaviour Support for Individual Candidates

For a wide number of reasons candidates may experience behaviours that pose a risk. This may be due to a physical or mental health condition or be related to their social and emotional history, level of cognitive understanding, sensory needs or specific diagnosis, or to an unhelpful or inaccessible social or environmental context. Information on this is gathered throughout the admissions and enrolment process and coordinated by the Pastoral Lead. Information is shared in staff inset days prior to the start of time with contextual assessments in place for specific, known risks.

Over September, the Pastoral Lead writes an individual risk assessment for each candidate. This is shared when the candidate themselves has signed it off; they will participate in the process in the way that has the most meaning and impact for them. If any risk is deemed high in the main risk assessment, a more detailed plan for that area of risk is hyperlinked to the risk assessment. An important step in making our risk assessments meaningful is to ensure only those risks that have potential to cause harm, and which are likely to occur during the candidate's attendance at Team Domenica should be included, so that the risk assessment is clear and accessible.

For the most serious concerns, such as those involving self-harm, the risk assessment will be presented at the monthly Safeguarding Meeting for discussion, however responsibility for final sign off (**regarding acceptable risk**) stays with the Programme and Strategy Director and Chief Operating Officer.

The Pastoral Lead is responsible for the updating of risk assessments and will use mentoring records, logs and reports on the MyConcern system to determine the frequency of updates. However, any incident that leads to medical intervention, external referral, a call to the emergency services, or absences from class/work; or involves violence, aggression, sexual harassment, absconding, bullying or discrimination; or involves radicalisation or extremism, must lead to a review of the risk assessment.

Throughout all work related to risk management with individuals, our Mental Capacity Policy must be centered – risk management must be at the least intrusive level possible to avoid serious harm, the learning potential within any risk must be considered and balanced against other factors, and the right of adults to make choices others do not agree with must be considered at all times.



# Daily Levels of Supervision

The default minimum staffing level at Team Domenica is **one staff member to four candidates**, in a context where other staff are available in reasonably proximity. However, this is a highly dynamic situation subject to multiple variables, included but not limited to:

- Individual risk assessment
- Demand of the task or activity
- Familiarity or otherwise of the location and environment
- Confidence and experience of the staff involved
- Daily context such as weather, news events and time of year
- Point in the candidate journey and academic year.

**Most sessions are planned at a higher ratio than this, especially for practical or public facing sessions.**

Any team member who is concerned about levels of supervision for a group or session must raise this with their manager at the earliest opportunity.



# The Risk Assessment of Classroom Activities

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Most lessons will be risk assessed through the normal planning, thinking and communication conducted by teaching teams as part of their day-to-day responsibility.

Activities which fall outside of this may include, but may not be limited to:

- Craft or technology activities involving sharp objects, spray paint, glue guns power tools and materials covered by COSHH regulations
- Lessons in the RSHE curriculum that may have an emotive resonance for individuals due to their personal history and circumstances
- Sessions involving physical activity.

No activity from the above list, or any other activity which poses a medium to high risk of harm is permitted in class unless it has been risk assessed by a suitable person – it will be judgment of the Pastoral Lead and/or the Education and Quality Lead who this will be, and how the candidates will be involved.

Some activities will be permitted as they are, some permitted in a modified form and some not permitted at all, so time must be given for these decisions to be made before teachers or subject leads move ahead. In some circumstances it might be decided that staff need specialist training, input or guidance before being qualified to risk assess an activity or engage in that activity.

In addition, all staff involved in the daily education of a young person have a duty to state if they feel the candidate is unable to safely manage any planned activity and communicate this to colleagues; likewise, adults who note repeated unsafe behaviours around curriculum activities must pass this to the Pastoral Lead who will consider an update to the individual risk assessment.



Most RSHE topics will be taught by the subject lead in the room timetabled for this purpose or will be dealt with in 1:1 mentoring session. These are safe and structured spaces for potentially difficult subjects and other staff should seek the advice of the Pastoral Lead before engaging with topics from our adulthood curriculum in other environments.

# The Risk Assessment of Offsite Trips, Including Enrichment

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Team Domenica values experiential learning and as such believes in the value of candidates making a variety of visits to enhance their curriculum. If a teacher or subject lead feels that their group would benefit from such a trip, they must follow one of the procedures.

## Ad hoc trip (if an offsite trip is):

- In the area local to a Team Domenica teaching-site
- A “one-off”
- Planned for within normal teaching times
- Accompanied by familiar staff, including any one-to-one workers
- Involves travel familiar to the candidates (i.e., they are used to going on foot or by public transport)
- Going to a setting known to at least the lead staff member
- Does not involve any high-risk activities.

Then a written risk assessment may not be necessary. It is for the lead staff members to discuss their intention with either the Education and Quality Lead, or The Pastoral Lead. If the conversation satisfies all that risk is managed then no written assessment is needed, otherwise the procedures below must be followed.

## Other trips - more complex trips require a full risk management process involving four steps:

1. **Educational Activity Planning** – This stage can be done from 3 months to two weeks before any trip. It must include the rationale for the trip, the costs and resources involved and how the trip lead has determined the location is safe and compliant with any relevant health and safety guidance. This last is best done via a visit to the site but for could be done by gathering relevant paperwork from the site in advance. All this information must be emailed to the Pastoral Lead or Education and Quality Lead who will, if satisfied, ask that part 2 is completed.
2. **Risk Assessment** – The trip lead must then write a risk assessment following the format laid out in Part 3 of this policy, and which must be agreed with whoever authorized the risk assessment to go ahead, and signed off by the Chief Operating Officer
3. **Trip Plan-** this is written very close to the actual trip and must be shared with all staff, and ideally candidate, this is a breakdown of what will happen on the day and gives specific details of groups, timings etc.
4. **Evaluation** – after the trip the trip lead must record an evaluation of the trip and any lessons learned. This should be reviewed for any necessary actions.

These records are then stored in a central folder to create a bank of knowledge to inform future planning. Providing Step 1 determines no significant changes to a destination, the risk assessment stays valid for three years with only the details on step 3 needing amending.

## Physical activity

Enrichment activities can involve physical activities and it is the responsibility of the Enrichment Lead to develop suitable risk assessments that consider medical information provided by candidates and their thoughts and feelings on the day of the activity. For activities scheduled to occur over several weeks the risk assessment must be checked by the Pastoral Lead, signed off by the Chief Operating Officer and a written evaluation of the efficacy of all risk management procedures associated with the activity noted at the end of the activity to provide an evidence base for future planning.



# Workplace Risk Assessments

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Once a placement is set up for either first year work experience or for a supported internship (SIP), our Employment Team visits the employer premises and takes blank versions of the following documents: RA and H&S Templates.

The documentation is discussed and completed in partnership with the workplace manager or their named representative. For SIPs, this risk assessment will be bespoke to the candidate in mind so we can look out for specific risks to that candidate. For work experience, this is more generalised. However, work experience risk assessments will be discussed within the curriculum team so that candidates are placed safely, and the right levels of support are determined.

The Risk Assessment is signed off by the Chief Operating Officer, and then read, understood and signed by: Job Coach, employer, and candidate (supported by Job Coach).

For SIPs, these may be reviewed and adapted as the internship progresses - such as when the candidate learns new tasks, or as the Job Coach takes a step back.



# Café Training Risk Management

It is not within the scope of this policy to outline the operational risk management of food hygiene, sharps and other equipment, cleaning, PAT testing or other important areas that impact on the safe running of our café sites.

There are two important mechanisms by which staff manage any risks to candidates, and these are:

- i. **Individual Risk Assessments** carried out by the Pastoral Lead at the beginning of the academic year as outlined on page 5.
- ii. **Our Curriculum** – our curriculum framework outlines the essential and specific health and safety skills that learners are taught over their programme and the tracking of these via our Café Passports. Several forums exist for staff to raise concerns about poor candidate progress in this subject area and the MyConcern portal would be used to highlight specific incidents where there has been any risk of harm.

[Log into MyConcern](#)



Helping to protect children, young people and adults wherever they are.

Record and manage the reporting of concerns and access the full suite of safeguarding products.



# Day Service

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## Coffee Roastery

The risk assessment for the Coffee Roastery site is completed by the relevant manager and reviewed and signed off by the Chief Operating Officer. The Coffee Roastery site Risk Assessment covers offsite movement and sensory break walks in the community, and 1-1 mentoring time. These are planned routes and documented in the Risk Assessment.

Individual candidate risk assessments are carried out for Day Service candidates that access the coffee roastery site.

Candidate's progress is monitored using individual Coffee passports and progress communicated to relevant staff members.

Concerns surrounding candidate behaviour are monitored via candidate contact logs that are updated at the end each Day Service session and communicated to the Pastoral Lead and relevant managers. MyConcern portal to be used for Safeguarding concerns and specific incidents.

PAT testing is carried out once every two years. Site manager and staff onsite are responsible for observing and updating new risks regularly.

Health & Safety is covered in candidate training sessions relating to the Coffee Roastery as part of the Day Service provision.



## Summary of our Risk Management Process

### Is the risk assessment needed?

<p>Is this a new Candidate starting at Team Domenica?</p> <p><b>YES</b></p>	<p>Is this a new work placement?</p> <p><b>YES</b></p>	<p>Is this a trip or activity that falls outside the description of an Ad Hoc activity on page 8 of this policy?</p> <p><b>YES</b></p>	<p>Is this a classroom activity that falls outside of normal day to day teaching and learning?</p> <p><b>YES</b></p>	<p>Is this a classroom activity that falls outside of normal day to day teaching and learning?</p> <p><b>YES</b></p>
<p><b>Author:</b> Deborah Rayner-Grey</p>	<p><b>Author:</b> Becky Chan / nominated by Becky Chan</p>	<p><b>Georgia Stedman-Pink</b> or other nominated by Deborah Rayner-Grey after submission of Education Activity Plan (see page 8)</p>	<p><b>Person delivering the content</b></p>	<p><b>Discuss with Deborah Rayner-Grey or Sara Fletcher</b></p>
<p><b>Signed by:</b> Candidate</p>	<p><b>Signed by:</b> Candidate; Job coach (for SIP); Mentor/supporter for WEX; Employer</p>	<p><b>Signed by:</b> Deborah Rayner-Grey</p>	<p><b>Signed by by:</b> Sara Fletcher</p>	
<p><b>Authorised by:</b> Lisa Campbell-Squires or Tim Drew</p>	<p><b>Authorised by:</b> Tim Drew</p>	<p><b>Authorised by:</b> Tim Drew</p>	<p><b>Authorised by:</b> Tim Drew</p>	