

# SPM Development Services Ltd

## Risk Assessment Policy

**Reviewed and Updated:** April 2026

**Next Review:** April 2027, or sooner if statutory guidance changes.

### **Purpose**

SPM Development Services Ltd is committed to ensuring that all tuition, mentoring, and support activity is delivered safely and appropriately for students, staff, and others who may be affected by our provision.

Risk assessment forms part of SPM's safeguarding and health and safety arrangements. It is used to identify hazards, assess potential risks, and put in place proportionate control measures to reduce those risks as far as reasonably practicable.

Risk assessments are proportionate to the nature of the placement and may include generic, placement-specific, or individualised assessments as appropriate.

### **Scope**

This policy applies to all staff, tutors, mentors, contractors, and associates delivering work on behalf of SPM Development Services Ltd.

Risk assessments will be completed where required for relevant aspects of provision, including but not limited to:

- Home-based tuition and mentoring
- Lone working
- Online delivery
- Off-site and community-based activities
- Travel relating to provision
- Individual student needs or circumstances requiring additional controls

### **Responsibilities**

SPM Development Services Ltd is responsible for:

- Providing appropriate risk assessment templates and guidance
- Ensuring relevant risk information is shared with staff before provision begins
- Reviewing risk assessments where concerns, incidents, or significant changes arise
- Supporting staff to escalate concerns where risks cannot be safely managed

Tutors, mentors, and staff are responsible for:

- Reading and adhering to all risk assessments relevant to their work
- Undertaking dynamic risk assessment during sessions and activities
- Reporting concerns, incidents, near misses, or changes in circumstances promptly
- Ceasing activity where risks become unsafe or cannot be appropriately managed

### **Review and Monitoring**

Risk assessments will be reviewed:

- Prior to commencement of provision where required
- At intervals appropriate to the level and nature of risk
- Following incidents, safeguarding concerns, or near misses
- Where circumstances, student needs, staffing, or environments change

### **Escalation**

Where identified risks cannot be reduced to an acceptable level through proportionate control measures, provision will not commence or continue until the matter has been reviewed by SPM management and an appropriate decision has been made.