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**School / Community Setting Risk Assessment – Ray of Light Youth Mentoring CIC**
**Location:** Schools, Alterative Provisions, Care Homes, Community Settings

**Purpose:** To identify and manage any significant risks associated with mentoring sessions held off site.

| **Hazard** | **Who Might Be Harmed** | **Control Measures** | **Notes** |
| --- | --- | --- | --- |
| **Unfamiliar Environment** | Young people, staff | Conduct site induction; liaise with school or venue lead for layout, emergency procedures, etc. | Create checklists for each site visit. |
| **Emergency Procedures (Fire / Lockdown)** | All | Follow host organisation's protocols; know the assembly point and reporting lines. | Document contact person at each site. |
| **Safeguarding Issues** | Young people | Clear safeguarding agreement with school/venue; adhere to your own safeguarding policy. | Clarify who is the DSL (Designated Safeguarding Lead) on site. |
| **Privacy and Confidentiality** | Young people | Ensure space is appropriate for 1:1s (private but not isolated); follow data protection guidelines. | Ask to use rooms with windows or visibility panels. |
| **Travel to/from Setting** | Staff | Use safe, agreed routes; lone working procedures in place; emergency contacts available. | Note time and method of travel. |
| **Behaviour Management** | Everyone | Understand and align with host setting’s behaviour policy; adapt support style as needed. | Note key needs of young people you're supporting. |
| **Health & Safety at Venue** | All | Comply with site-specific safety rules; report hazards to venue contact. | Include copies of host venue’s key H&S policies, if available. |

**Date of Assessment:** 1/1/2025

**Conducted by:** Phil Ray, Founder & Mentor
**Review Due:** 1/1/26