

# Freelearners CIC

## Risk Assessment Policy



### Policy Statement

All organisations have a duty of care towards those that come into contact with the organisation. This means, they have a duty to take reasonable care to avoid causing harm to service users, volunteers and members of the public. In practice this means providing a suitable and safe premises and equipment, writing and adhering to risk assessments and offering training and supervision to staff and volunteers. Freelearners CIC recognises that the building, programme and activities should be as safe as is reasonably possible and therefore are committed to writing and adhering to thorough risk assessments.

A 'risk assessment' is a list of potential hazards that participants to activities run by Freelearners CIC, or the staff/volunteers running them, or members of public in the locality may encounter, as well as any preventative measures that must be undertaken.

### Responsibilities of the Board of Directors

The Board of Directors will:

- Identify the risk assessments that need to be undertaken (especially for new activities) and ensure that the correct risk assessments are written and adhered to by staff, volunteers and children
- Ensure risk assessments are regularly reviewed and updated
- Risk assessments are stored in the health and safety file
- Ensure an incident form is filled for every harm encountered, and the relevant risk assessment is reviewed with immediate effect
- Make sure volunteers are trained appropriately

- Ensure that staffing ratios of leaders to young people are adequate and DBS checks are in place
- Make sure improvements to premises/activities/events/trips are made when needed
- Ensure that equipment and premises are checked regularly
- Ensure that the First Aid kit is complete and present
- Ensure that adequate insurance has been arranged

**Policy approved:** 18 October 2020

**Date for review:** October 2023 (or immediately upon organisational change or change to relevant legislation or guidance)

**Risk Assessment Template**

<b>Venue / Location</b>		<b>Date of last assessment</b>		<b>Date of new assessment</b>		<b>Risk assessment completed by</b>	
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<b>Event / Activity</b>		<b>Those likely to be affected</b>	
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Hazard	Potential Harm	Control Measures	Likelihood/ Probability	Risk Rating	Risk levelL/M/H

Additional factors to consider when thinking about our control measures are:

- Age of participants
- Behavioural issues of participants
- Weather conditions

### How to use this form

1. Identify potential hazards.
2. Identify potential harm and its likelihood and give numerical value. Multiply your two values to arrive at your risk rating.
3. Where the risk is medium or high, either identify over-leaf the action required to reduce the risk or do not proceed with the activity.

Potential Harm	Numerical value
Minor injury	1
Injury needing medical attention	2
Injury – off work/school	3
Serious injury/long-term sickness	4
Fatality	5

Risk Rating & Level	
1-5	Low (L)
6-12	Medium (M)
12+	High (H)

Likelihood/Probability	Numerical Value
Unlikely	1
Low possibility	2
Possible	3
Probable	4
Near certainty	5