

**Freelearners CIC**  
**Risk Assessment Policy**

October 2023

**Policy Statement**

We know that young people learn by doing. Activities encourage the development of young people and they can feel a huge sense of achievement in completing them. We want to provide meaningful learning projects and activities whilst doing our best to eliminate hazards and bad risk from the experience.

We commit to providing a safe and stimulating environment for adults and children by making regular risk assessments of both physical spaces and activities.

**What is a Risk Assessment**

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.

**Who is Responsible for Making a Risk Assessment?**

The simple answer is everyone has a part to play in assessing and managing risk. All adults have a role to play in keeping Peers, members of the public and staff/volunteers safe. Peers also have a role in ensuring that the space and people in it are safe by working together and cooperating. We aim to help the peers start to understand and evaluate risk by including them in some of the risk assessment procedure.

However Freelearners undertake the responsibility of ensuring:

- The nature of the risk assessment that needs 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