

Core Creative Education

Risk Assessment Policy

1. Purpose

Core Creative Education CIC is committed to providing a safe, inclusive, and supportive environment for all learners, staff, volunteers, freelancers, partners, and visitors. This Risk Assessment Policy outlines how risks are identified, assessed, managed, and reviewed to reduce the likelihood of harm and ensure compliance with relevant legislation and best practice.

2. Scope

This policy applies to all activities delivered or facilitated by Core Creative Education CIC, including but not limited to:

- Alternative Provision, involving children and young people
- Training sessions
- Creative arts activities
- Events
- Use of premises, equipment, and digital platforms
- Activities involving children, young people, and vulnerable adults

3. Legal and Regulatory Framework

Core Creative Education CIC recognises its responsibilities under relevant UK legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 (UK GDPR)
- HSE guidance on risk assessment

4. Definitions

- **Hazard:** Anything with the potential to cause harm (physical, emotional, digital, or reputational).
- **Risk:** The likelihood that a hazard will cause harm and the severity of that harm.

- **Risk Assessment:** A systematic process of identifying hazards, evaluating risks, and implementing control measures.

5. Responsibilities

5.1 Directors / Management

- Ensure risk assessments are completed and reviewed
- Promote a positive health and safety culture
- Allocate appropriate resources to manage risks
- Ensure compliance with legal requirements

5.2 Staff and Young people

- *Students will be supported, where appropriate, to develop an understanding of hazards, safe decision-making and personal responsibility appropriate to their age, stage of development and individual needs.*
- Follow risk control measures and procedures
- Report hazards, incidents, and near misses promptly
- Participate in training and briefings as required

5.3 Partners and Contractors

- *Contractors working on behalf of CoRE must also comply with the requirements of CoRE's Contractors Policy and any site-specific risk assessments.*
- Provide their own risk assessments where appropriate
- Comply with Core Creative Education CIC policies while delivering services

6. Risk Assessment Process

6.1 Identifying Hazards

Hazards may include, but are not limited to:

- Slips, trips, and falls
- Use of creative tools, equipment, or materials
- Fire safety and emergency situations
- Manual handling
- Safeguarding risks
- Online safety and data protection

- Emotional wellbeing and mental health risks

Staff are expected to carry out dynamic risk assessments throughout activities, particularly during outdoor learning, educational visits, animal care and practical sessions where environmental or behavioural factors may change. Activities will be modified or stopped where risks cannot be adequately managed.

6.2 Assessing Risk

Risks are assessed by considering:

- Who may be harmed (including children and young people and adults)
- How harm may occur
- Likelihood of occurrence
- Potential severity of impact
- *Where appropriate, individual risk assessments will be completed for students whose medical needs, behaviour, SEND, emotional wellbeing or other circumstances require additional planning to enable safe participation.*
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6.3 Controlling Risk

Control measures may include:

- Clear procedures and safe working practices
- Supervision ratios appropriate to the activity
- Training and induction
- Use of personal protective equipment (PPE) where required
- Safeguarding and digital safety measures
- Reasonable adjustments for accessibility and inclusion
- *Environmental factors including weather, water, terrain, animals and seasonal hazards will be considered when planning and reviewing outdoor activities.*

6.4 Recording and Reviewing

- Significant findings will be recorded and retained
- Risk assessments will be reviewed:
 - Annually
 - After an incident or near miss

- When activities, venues, or staffing change

7. Safeguarding of young people on site

Risk assessments must specifically consider safeguarding risks when working with children, young people, or vulnerable adults. This includes:

- Appropriate supervision and staffing
- Safer recruitment practices
- Clear reporting and escalation procedures
- Alignment with the Safeguarding Policy

8. Online and Digital Activities

For online delivery, risk assessments will address:

- Data protection and privacy
- Online conduct and behaviour
- Cybersecurity and platform safety
- Accessibility and inclusion in digital spaces

9. Incident Reporting

All accidents, incidents, safeguarding concerns, and near misses must be reported as soon as possible. Serious incidents will be escalated to directors and relevant authorities where required.

10. Monitoring and Review

Core Creative Education CIC will monitor the effectiveness of this policy through:

- Regular reviews of risk assessments
- Incident and near-miss analysis
- Feedback from participants and staff

This policy will be reviewed annually or sooner if legislation, guidance, or organisational activities change.

Signed: *Alasdair Green*

Role: Education manager

Date: 22/7/26