

## **Risk Assessment Policy**

Reviewed February 2026

### **PART ONE**

#### **General Statement of Policy, Duties & Responsibilities**

##### **1.1 Policy Statement**

Vertex Learning Hub is committed to providing a safe, secure and supportive environment for learners, staff, visitors and contractors. The organisation recognises its responsibility to identify, assess and manage risks associated with its activities in order to prevent harm, injury or loss.

This Risk Assessment Policy sets out the framework for identifying hazards, assessing risks and implementing appropriate control measures to ensure that risks are reduced to an acceptable level, so far as is reasonably practicable.

This policy applies to all activities undertaken by Vertex Learning Hub, including teaching and learning, assessments, online delivery, workplace activities, events and the use of premises and equipment.

##### **1.2 Aims of the Policy**

The policy aims to:

- Identify hazards that may cause harm
- Assess risks in a systematic and proportionate manner
- Implement effective control measures
- Promote a culture of safety and risk awareness
- Ensure compliance with relevant health and safety legislation and good practice

### **PART TWO**

#### **Roles and Responsibilities**

##### **2.1 Vertex Learning Hub Responsibilities**

Vertex Learning Hub will:

- Ensure risk assessments are carried out for relevant activities
- Provide suitable resources to manage identified risks
- Communicate risk control measures to staff and learners
- Ensure staff are trained and competent in risk assessment procedures
- Monitor and review risk assessments regularly

##### **2.2 Staff and Tutors**

Staff, tutors and assessors are responsible for:

- Identifying hazards within their area of responsibility
- Participating in the risk assessment process
- Implementing agreed control measures
- Reporting new or increased risks promptly
- Ensuring learners follow safety guidance

## 2.3 Learner Responsibilities

Learners are expected to:

- Take reasonable care for their own health and safety and that of others
- Follow safety instructions and guidance provided
- Report hazards, incidents or near misses promptly
- Use equipment and facilities responsibly

## **PART THREE**

### **Risk Assessment Process**

#### 3.1 Identifying Hazards

Hazards may include, but are not limited to:

- Physical hazards (e.g. slips, trips, equipment)
- Environmental hazards (e.g. fire, ventilation)
- Health-related hazards (e.g. stress, fatigue)
- Online and digital risks (e.g. data protection, cyber safety)
- Safeguarding and welfare risks

#### 3.2 Assessing Risk

Risk assessments will consider:

- Who may be harmed and how
- The likelihood of harm occurring
- The severity of potential harm
- Existing control measures

#### 3.3 Controlling Risk

Where risks are identified, Vertex Learning Hub will:

- Eliminate risks where possible
- Reduce risks through control measures
- Provide information, instruction and training
- Use safe systems of work
- Provide protective equipment where necessary

## **PART FOUR**

### **Recording, Monitoring and Review**

#### 4.1 Recording Risk Assessments

- Significant findings will be recorded and retained securely
- Risk assessments will be made available to relevant staff
- Records will be maintained in accordance with data protection requirements

#### 4.2 Review of Risk Assessments

Risk assessments will be reviewed:

- Annually as a minimum
- Following an incident or near miss
- When significant changes occur
- When new activities or equipment are introduced

## **PART FIVE**

### **Incident Reporting**

All accidents, incidents and near misses must be reported in line with the centre's Health & Safety and Accident Reporting procedures. Findings will be used to inform updates to risk assessments and improve safety arrangements.

## **PART SIX**

### **Monitoring and Review of the Policy**

- Compliance with this policy is monitored by management
- This policy is reviewed annually or sooner if required by legislation or organisational change

We request that all learners, staff and stakeholders support and comply with this policy, which is available on request.

Approved by Vertex Learning Hub Management

Signed: \_\_\_\_\_

(Director / Head of Centre)

Date: \_\_\_\_\_