



Venture
Learning

Risk Assessment Policy

Venture Learning

Document Owner

Rhys Griffiths

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Introduction

Venture Learning undertakes risk assessments whenever appropriate to minimise risks of harm to our students, employees and visitors and to adhere to our safeguarding commitments. We risk assess the premises as well as any activities undertaken therein or off-site during provision time.

The purpose of a risk assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. Where an activity is deemed to be high risk for a particular or group of students, the Headteacher may deem it to be inappropriate to be carried out. If risks can be minimised, actions identified to do so must be carried out in order for the activity to go ahead.

It is accepted that it is neither realistic nor possible to totally eliminate all areas of risk. It is however feasible to develop a systematic approach to the management of risk so that adverse consequences are minimised or, in some cases, eliminated.

Venture Learning will ensure access to a competent person who can provide advice and guidance regarding health and safety and risk assessment processes.

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Department for Education Health and Safety: Responsibilities and Duties for Schools
- Health and Safety Executive guidance on sensible risk management in schools
- Independent School Standards relating to welfare, health and safety



Key Staff and Contacts

Provision Based Contacts

Name	Role
Rhys Griffiths	Chair Of The Proprietary Body
Rich Hill	Headteacher & Designated Safeguarding Lead
Gemma Waddington	Deputy Headteacher
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Section 1: Roles & Responsibilities

1.1 Headteacher

The Proprietary Body retains ultimate responsibility for health and safety and ensuring suitable and sufficient risk assessments are undertaken across Venture Learning. Day-to-day implementation is delegated to the Headteacher.

The Headteacher must sign off on all risk assessments though may choose to delegate the creation of a risk assessment to another member of staff. The Headteacher must be aware of changes to the premises or activities that may require a new or updated risk assessment and ensure that these are implemented.

It remains the Headteacher's responsibility to ensure that a risk assessment has been created for any individual student, activity or site visit. They must make sure that it is accessible to all staff and has been explicitly shared with any member of staff who is involved.

The Headteacher must make sure that ongoing risk assessments are reviewed and monitored for effectiveness.

1.2 All Staff

All staff must read and familiarise themselves with risk assessments of any student, activity or site visit they are directly involved with as well as any additional risk assessments they are directed to read by the Headteacher.

Staff are expected to undertake dynamic risk assessments throughout activities where circumstances change unexpectedly. Any significant emerging risks must be reported and recorded appropriately.

It is the responsibility of all staff to take and adhere to actions as directed by these assessments to minimise the risk of harm to staff, students and visitors. Where further risks or actions are identified that have not been included in an original assessment it is the responsibility of all staff members to report these to the Headteacher.

1.3 Students

Students must adhere to instructions and guidance that have been issued by staff in order to minimise risks to themselves and others. Where students are at greater risk because they have demonstrated they are not able to follow this guidance they may have to be excluded from certain activities.

E-Scooters:

E-Scooters are illegal to ride in any public place, except for the ones on Official Trials, which require the rider to have at least a provisional driving license. If a learner arrives on a privately owned E-Scooter, legally we are effectively in the same position as if they arrived on an off-road motorbike; it is a powered machine that is illegal to use in a public place. (Refer to our separate E-Bike (EPAC) Policy for further details)



Where a student arrives at school on an E-Scooter, we will contact parents/carers immediately and inform them that we cannot allow the learner to leave on the scooter. Parents/carer will be required to collect the E-Scooter prior to the learner leaving the school site at the end of the day.

In the event of a parent/carer refusing to collect, or the learner leaves against the advice given, we will notify the relevant agency (police, PCSO) of the incident and the learner's details will be passed on.

Section 2: Risk Assessment Process

2.1 Step 1: Observation

The risk assessor should observe the premises where the activity is to take place and systematically address individual areas including processes and equipment. If an activity is to take place over more than one site all should be considered.

Risk assessments may be required for:

- Individual pupils
- Educational visits and off-site activities
- Premises and environment
- Curriculum activities
- Behaviour presenting a foreseeable risk
- Fire safety arrangements
- Lone working
- Manual handling
- First aid and medical needs
- Contractors and visitors
- Work experience placements

2.2 Step 2: Identification

The risk assessor should aim to identify any possible hazards that may arise, who may be harmed and how. Given the nature of the provision, the risk assessor should consider risks that may arise due to student behaviour (these may not be immediately apparent on observation of the premises).

Individual risk assessments may be implemented where pupils present significant behavioural, medical, emotional, social or safeguarding risks, or where additional support is required to enable safe participation in activities.



Individual student risk assessments should be consulted and if the risk assessor does not know students well, they should consult with a member of staff who does. Risk assessments should be updated any time a new student becomes involved in the activity or if a student's individual risk assessment is update to affect an emerging behaviour.

2.3 Step 3: Evaluation

The risk assessor should evaluate the risks arising from hazards and decide whether existing precautions are adequate. If the risk assessor determines that there is a need for action, they should follow E(liminate) R(educer) I(solate) C(ontrol) to determine how to best manage the risk.

Eliminate: If there is a possible action, can the hazard, product or process be eliminated completely?

Reduce: Can the level of exposure to the hazard be lessened, or is there a lower risk substitute that can be used for the hazardous equipment/process/activity?

Isolate: Can students be kept away from the hazard?

Control: Can the risk be controlled and managed through:

- methods of work/procedures,
- instruction and training,
- supervision,
- or protective equipment?

2.4 Step 4: Report

The risk assessor should record the risk, level of risk and actions for eliminating or managing the risk on the risk assessment matrix.

2.5 Step 5: Review

Risk assessments will be reviewed:

- annually as a minimum;
- following any accident, incident or near miss;
- following significant changes to premises, staffing, activities or student needs;
- when monitoring identifies that existing controls are no longer effective.
- All accidents, incidents and near misses will be reviewed to identify any additional control measures required.
- Risk assessments will be amended where findings indicate the need for further precautions.

The Headteacher will periodically monitor completed risk assessments to ensure:

- they remain suitable and sufficient;
- control measures are being implemented;
- staff have read and understood relevant assessments;
- actions identified have been completed.



