



## Risk Assessment Protocols

Review date: May 2026

NewCreativityCIC is committed to proactively identifying and managing risks associated with all its activities, workshops, and off-site events. The following outlines **significant hazards** and **control measures** across key categories. All staff must follow these protocols to ensure the safety of learners and staff.

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### 1. Supervision and Site Safety

#### Significant Hazards

- Learners misusing equipment
- Students wandering off site

#### Control Measures

- All supervising staff must be competent, briefed, and aware of their specific roles
- Groups will be split according to student needs; regular headcounts and registers must be taken
- Itinerary, rules, and safety expectations must be clearly explained to all students
- Consent and application forms must be submitted prior to activity, including emergency contact details



- All staff must carry a mobile phone and share emergency contact details with the lead coordinator
  - A Health and Safety induction will be delivered before any equipment or activities begin
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## **2. Medical Emergencies and Injury**

### **Significant Hazards**

- Illness, injury, or allergic reaction
- Emotional trauma or upset

### **Control Measures**

A qualified First Aider will always be on site.

- A suitable and stocked First Aid kit must be available and accessible
  - Staff will know the location of the nearest hospital and emergency services contact numbers
  - All personal medication must be listed on the student consent form and brought to sessions
  - Emergency contact numbers for each student will be carried securely by the lead staff member
  - Students' individual needs and medical conditions will be shared confidentially with relevant staff
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## **3. Learner Control and Behaviour Management**



### Significant Hazards

- Challenging behaviour
- Lost or unaccounted-for learners
- Pre-existing conditions or medical needs

### Control Measures

- Dietary needs and medical requirements must be reviewed in advance via consent forms
- All medication is to be stored securely and administered according to written parental consent
- The lead coordinator will carry confidential medical info for quick access if required
- Drop-off and pick-up arrangements must be communicated clearly to parents/guardians
- Use of a **buddy system** and clearly defined staff-to-student ratios
- Staff assigned to groups must introduce themselves and remain responsible throughout
- Students briefed on emergency protocol, expectations, and behavioural standards

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## 4. Safeguarding and Inclusion

### Significant Hazards

- Vulnerable students



- Additional needs or disabilities
- Security of personal items

### **Control Measures**

- Additional staffing will be arranged based on the needs highlighted in consent forms
- Individual Risk Assessments will be conducted for students with higher support needs
- One-to-one supervision and specialist equipment provided where required
- Regular communication with parents/carers regarding support needs
- Learners reminded to keep valuables safe and not to bring expensive items
- Safeguarding procedures to be always followed, with a designated safeguarding lead available

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### **Monitoring and Review**

Risk Assessments must:

- Be completed in writing before any new activity or trip
- Be shared with all relevant staff in advance
- Be reviewed after incidents or annually for standard activities
- Be updated immediately if new hazards are identified