



# XCELERATE ACADEMY

## Risk Assessment Policy

Approved: 01/09/2025

Review Date: 01/09/2026

Responsible Person: Director & Safeguarding Lead (SGL)

### 1. Introduction

Xcelerate Academy is committed to ensuring the health, safety and welfare of all students, tutors, staff and visitors during all sessions, both in-person and online.

This policy outlines how risks are identified, assessed, controlled and reviewed to ensure a safe learning environment.

### 2. Legal Framework

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Working Together to Safeguard Children
- Keeping Children Safe in Education

### **3. Responsibility**

The Director (Safeguarding Lead) is responsible for:

- Ensuring risk assessments are completed and reviewed
- Identifying hazards and implementing control measures
- Communicating risk controls to tutors and staff
- Reviewing assessments annually or when circumstances change

All tutors and staff are responsible for:

- Following agreed control measures
- Reporting hazards or concerns immediately
- Acting to prevent avoidable risks

### **4. Risk Assessment Process**

Xcelerate Academy follows a 5-step risk assessment process:

1. Identify hazards
2. Determine who may be harmed and how
3. Evaluate risks and decide on control measures
4. Record findings and implement measures
5. Review regularly or when changes occur

# **GENERAL RISK ASSESSMENT**

# **Weekend In-Person Tuition – Landau Forte College**

## **1. Arrival and Dismissal**

Hazard: Congestion at entrance / students unsupervised

Who may be harmed: Students

Risk Level: Low–Medium

Control Measures:

- Students instructed to arrive by 8:55am
- Staff positioned to supervise entry
- Parents informed of drop-off procedures
- Students dismissed in controlled manner

## **2. Fire and Emergency Evacuation**

Hazard: Fire or emergency evacuation

Who may be harmed: Students, staff

Risk Level: Medium

Control Measures:

- Tutors briefed on fire exits and assembly points
- Register taken at start of each session
- Register taken to assembly point in event of evacuation
- Students supervised at all times during evacuation

## **3. Student Behaviour**

Hazard: Disruptive behaviour or conflict

Who may be harmed: Students, staff

Risk Level: Medium

Control Measures:

- Clear behaviour expectations
- Small group sizes
- Tutors trained in behaviour management
- Serious concerns reported to Safeguarding Lead

#### **4. Slips, Trips and Falls**

Hazard: Loose bags, cables, wet floors

Who may be harmed: Students, staff

Risk Level: Low

Control Measures:

- Bags stored safely
- Walkways kept clear
- Spillages reported immediately
- Equipment checked before use

#### **5. Lone Working (Staff)**

Hazard: Tutor working alone in classroom

Who may be harmed: Tutor, student

Risk Level: Medium

Control Measures:

- Multiple staff on site during sessions
- Classrooms located within same building
- Director on site during sessions
- Safeguarding procedures followed

## **6. Safeguarding Concerns**

Hazard: Disclosure of harm / welfare concern

Who may be harmed: Student

Risk Level: High

Control Measures:

- Safeguarding Lead on site
- All tutors DBS checked
- Immediate reporting procedures in place
- Written records kept securely

## **7. Online Tuition Risk Assessment**

Hazard: Inappropriate online conduct / safeguarding concerns

Who may be harmed: Student

Risk Level: Medium

Control Measures:

- Sessions conducted via approved platforms
- Professional backgrounds required
- No recording without consent
- Communication only via approved channels

## **8. First Aid and Medical**

Hazard: Minor injury or illness

Who may be harmed: Students, staff

Risk Level: Low

Control Measures:

- First aid kit available
- Emergency contact details held securely
- Parents contacted where required
- Emergency services contacted if necessary

## **9. External Visitors**

Hazard: Unauthorised access

Who may be harmed: Students

Risk Level: Low

Control Measures:

- Visitors reported to Director
- Students remain supervised

- No unsupervised access to classrooms

## **10. COVID / Illness Transmission (if applicable)**

Control Measures:

- Students advised not to attend if unwell
- Hygiene encouraged
- Shared equipment minimised

## **5. Review of Risk Assessments**

Risk assessments will be reviewed:

- Annually
- After any significant incident
- When venue arrangements change
- When session structure changes

Signed (Director/SGL): Muaadh Khan

Date: 01/09/2025