

PL6 Learning Hub Risk Management Policy

Approved by: Western Education Solutions Ltd

Applies to: All staff, learners, visitors, and contractors

Risk Management Lead: Greg Western

Deputy: [Insert Name once appointed]

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Policy Statement

PL6 Learning Hub is committed to managing all forms of risk to protect learners, staff, and visitors, ensure business continuity, and comply with statutory duties. Effective risk management supports safety, wellbeing, and the quality of provision.

2. Legal Framework

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 2004
- Data Protection Act 2018 / UK GDPR
- Fire Safety (England) Regulations 2023
- Equality Act 2010
- KCSIE 2025
- Open Awards Quality Assurance Standards

3. Objectives

- Identify and assess risks affecting PL6 Learning Hub.
- Implement control measures to minimise risks.
- Promote a safety-first culture.
- Ensure compliance with legal and awarding body requirements.
- Review and continuously improve risk management.

4. Scope

Applies to all premises, activities, staff, learners, visitors, and business operations.

5. Roles and Responsibilities

Risk Management Lead (Greg Western):

- Oversees all risk management and ensures assessments are up to date.
- Reports significant risks to WES Directors.
- Reviews CPOMS logs for emerging patterns.

All Staff: Follow risk assessments, report hazards, and act to minimise risk.

Visitors/Contractors: Must comply with PL6 safety measures and evacuation procedures.

6. Risk Assessment Process

PL6 follows the five-step model:

1. Identify hazards
2. Decide who may be harmed and how
3. Evaluate risks and implement controls
4. Record findings
5. Review regularly

Risk types include:

- Site
- Activity
- Learner-specific
- Off-site/events

7. Risk Rating and Control

Risks are scored using a Likelihood x Impact matrix:

Likelihood	Impact	Rating	Action Required
1 (Low)	1 (Minor)	1–3 Low	Manage through routine control
2 (Possible)	2 (Moderate)	4–6 Medium	Add controls and monitor
3 (High)	3 (Severe)	7–9 High	Immediate review/action

8. Recording and Monitoring

All incidents and near misses are logged in CPOMS. A Risk Register is maintained and reviewed termly by the Risk Management Lead.

9. Business Continuity and Emergency Planning

A Business Continuity Plan ensures operations continue during disruption (e.g., fire, flood, or staffing issues). Includes emergency contacts, communication, and recovery procedures.

10. Safeguarding and Child Protection Risks

Safeguarding risks are logged and managed in CPOMS. The DSL reviews risks weekly and escalates where necessary.

11. Data and Cyber Risks

Data security is managed through encryption, password protection, and restricted access using CPOMS, Century AI, TutorBird, and Xero.

12. Insurance and Liability

WES maintains public liability, employer's liability, and professional indemnity insurance, reviewed annually.

13. Review and Evaluation

Policy and assessments reviewed annually or after major incidents. Feedback from Ofsted or Open Awards informs improvement.

Signed:

Greg Western

Risk Management Lead / Health & Safety Officer

PL6 Learning Hub

Western Education Solutions Ltd

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