

## Risk Assessment Policy

<b>Policy Code</b> <i>OPC/9</i>	<b>Authorisation Date</b> <i>March 2019</i>	<b>Next Review Date</b> <i>March 2022</i>
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<b>Associated Documents</b> <i>Health &amp; Safety Policy / Safeguarding Policy</i>		

### INTRODUCTION/POLICY STATEMENT

OSG UK Kenley Campus is committed to promoting the safety and welfare of all stakeholders so that effective, high quality education can take place. Accidents and injuries can impact on individuals' lives, damage reputations and incur costs. Risk assessments make good sense and the Campus will focus on prevention, rather than reacting when things go wrong.

#### 1. PURPOSE

At OSG UK Kenley Campus, we aim to provide a safe environment for all members of the Campus community and, as such, take an active approach to managing risk and reducing the likelihood that anyone will be harmed through negligence, lack of foresight or proper planning. The purpose of this policy is to ensure that all stakeholders are aware of the areas of potential risk and actions that need to be taken to reduce risk.

#### 2. SCOPE

This policy applies to all stakeholders; safety is everyone's concern. It is the responsibility of the Health and Safety Trustee and Head Teacher to ensure risk assessments are conducted, in practice the actual assessment process may be delegated to Subject or Phase Leaders, specialist teachers or class teachers.

The Campus seeks to implement this policy through adherence to the procedures set out in the rest of this document. It should read in conjunction with the Health and Safety Policy and the Safeguarding Policy.

#### 3. DEFINITIONS

For the purposes of this Policy, the following definitions apply.

Term	Definition
Child / children	For the purpose of this policy, this means all students at the Campus
Hazard	Something with the potential to cause harm eg fire
HSE	Health & Safety Executive
Risk	Evaluation of the likelihood of the hazard occurring
Risk assessment	A tool for conducting a formal review of the harm or hazard to individuals that could result from a particular activity or situation
Risk control	Measures put in place to minimise risk e.g. fire alarms and fire practices

## 4. POLICY STATEMENT

4.1. OSG UK Kenley Campus is committed to promoting the safety and welfare of all stakeholders so that effective, high quality education can take place. Accidents and injuries can impact on individuals' lives, damage reputations and incur costs. Risk assessments make good sense and the Campus will focus on prevention, rather than reacting when things go wrong. The Campus will ensure that:

- Assessments are carried out and records are kept.
- Control measures introduced as a result of assessments are implemented and followed.
- Employees are informed of the relevant results and provided with necessary training and instruction.
- Any injuries or incidents lead to a review of relevant assessments.
- Assessments are regularly monitored and reviewed.
- Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

4.2. Risk assessments are carried out with the intention of ensuring the safety, as far as is reasonable possible, of those working, studying or visiting the Campus. Risk assessments are carried out as follows:

4.2.1. Health and Safety related to the buildings and premises.

- Site safety, site hazards, equipment, employees working at height, asbestos, storage and the use of hazardous substances, legionella, gas and electricity safety, public rights of way, events held at the Campus e.g. end of term concerts.

4.2.2. Matters relating to children's welfare and safeguarding.

- Children with medical needs and/or disabilities, prevent duty, bullying, supervision of visitors coming onto the site without a specific DBS check.

4.2.3. Recruitment-related issues.

- Late DBS checks and new staff, lone working, new or expectant mothers, individuals with known health issues or disabilities.

4.2.4. Lesson activities.

- Education trips or visits off site including Geography field trip, visits to a local museum, practical activities in Science, Design Technology including cooking, and PE/sports events and activities including swimming and Sports Days.

## 5. PROCEDURES

### 5.1. CARRYING OUT A RISK ASSESSMENT

5.1.1. At the Campus, we use a risk assessment model developed by Southall's (the Safety Cloud) in line with HSE guidance and the guidance in the Health and Safety Policy.

5.1.2. Risk assessments are carried out by

- Health and Safety Officer
- Health and Safety Trustee
- Head Teacher or member of staff
- Specialist teacher of Science, Design Technology, PE/Sport
- Education trip/visit leader
- Event Coordinator

5.1.3. Model risk assessment forms are available on the Safety Cloud under Risk Assessment Templates to which all staff have access. The forms are partially completed and will need to be adapted by a competent person who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and add any site-specific items identified. All should be amended and made specific to the Campus with the addition of the Campus name, persons undertaking assessment and the date it was undertaken.

5.1.4. Forms must be completed and authorised by the relevant line manager before any activity commences. A copy of the risk assessment form is stored on the Safety Cloud with additional copies retained by the activity leader, educational trip or event coordinator, or subject teacher and distributed as appropriate.

5.1.5. In carrying out a risk assessment, the member of staff should consider:

- **What are the hazards?** Consider how a student or member of staff could be injured or harmed; this will help to identify the hazards. Consider the location of the activity, duration, purpose of a visit. Consult the manufacturer's instructions, safety data sheets, trade associations, associated websites as necessary.
- **Who may be harmed and how?** Consider each hazard and who may be harmed and how they may be harmed. This could be the students, teaching and support staff, cleaning staff, maintenance contractors, visitors etc. Identify groups, which are more vulnerable such as children and young persons, the disabled, lone working staff, contractors, members of the public, etc.
- **How might they be harmed?** May be from tripping on a bag left on the floor, putting up displays from a step ladder, injury from a sports activity, danger from the use of machinery, student falling ill on an off-site educational trip etc.
- **What are you already doing?** Having spotted the hazard(s) consider what is already in place to control it/them. Is there more that could be done? Are there welfare facilities to deal with any injury or harm e.g. first aid. Can work be organised to reduce exposure to the hazard? Will the issuing of protective equipment (e.g. clothing, footwear, goggles, etc.) help? Do staff need to undertake refresher training on a piece of equipment? Review the staff: student ratio in line with the level of risk identified.

5.1.6. Curriculum-based activities involving students are usually low risk. These would include practical lessons and activities where students may be given a safety briefing and asked to wear protective equipment, such as goggles and lab coats for Science experiments, and follow instructions.

5.1.7. Medium risk activities that take students away from the Campus such as Geography field trips or History visits to the Imperial War Museum require careful planning and completion of all relevant documentation as per the Health and Safety Policy. Specialist PE/sports activities delivered on or off-site may be delivered by specialist/qualified instructors.

5.1.8. The Campus does not undertake higher risk activities with our students such as ski-ing, watersports or overseas residential trips.

## **5.2. SPECIALIST RISK ASSESSMENTS**

5.2.1. The Campus arranges for Southall's to carry out the risk assessments for fire safety and asbestos, and contractors to carry out check for gas and electricity safety. The Health and Safety Officer will carry our risk assessments for water cleanliness and legionella.

## **5.3. RECORDING OF RISK ASSESSMENTS**

5.3.1. All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its machinery and equipment, together with its arrangements for catering, cleaning and for water sampling.

## **5.4. STAFF TRAINING**

5.4.1. All staff are given an introduction to the Campus' arrangements for risk assessments and health and safety as part of their induction training and as appropriate to their role. Specialist training will be given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Head Teacher and the Trust in order to enable the Trustees to comply with their health and safety duties. All staff are responsible for reporting any risks to the Head Teacher in the first instance.

## **5.5. SYSTEM FOR MONITORING AND EVALUATION EFFECTIVENESS**

5.5.1. The effectiveness of the procedures for managing risk are reviewed regularly by the Head Teacher and any concerns reported to the Trustees. Changes and/or improvements to the way risks are managed will be updated as a result of these reviews. Few practical learning activities stay the same and, at some point, a piece of new equipment, procedure etc. will be brought in; this can lead to new hazards and therefore the risk assessment will need to be reviewed annually.

## **6. GUIDELINES**

- Health & Safety Executive 'Five Steps to Risk Assessment'

**VERSION CONTROL**

<b>Policy Code</b>	<b>Date</b>	<b>Version No.</b>	<b>Nature of Change</b>
<b>POL-UK-WHS-1.0</b>	March 2019	1	-