



# **Risk Assessment Policy**

Issued: October 2021

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## **1. Introduction**

- 1.1** The Governors and staff of Oxford Sixth Form College (OxSFC) are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the College environment, both educational and support, are delivered in a safe manner that complies fully with not just the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our students need to be educated into how to cope safely with risk.
- 1.2** The 2014 DfE guidance Health & Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies covers any health & safety issues not specific to other Regulations. It is therefore concerned with the need for risk assessments and this policy reflects the guidance given.
- 1.3** A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.
- A hazard is something with the potential to cause harm (e.g. fire)
  - A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended)
  - A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
  - Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of the unfettered risk (e.g. staff training, clear work procedures, fire alarms, fire practices and insurance)
- 1.4** Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focussing on prevention, rather than reacting when things go wrong.

## **2. Areas of risk**

- 2.1** There are numerous activities carried out at our College, many of which require a separate risk assessment. The most important of these cover:
- Fire safety and procedures
  - Educational visits and trips
  - Certain educational areas (e.g. science during experiments, using art equipment or, PE & sports activities)
- 2.2** We make use of model risk assessments and adapt them to our own needs.
- 2.3** Pastoral  
Our PSHE and Super Curricular programmes are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. This also includes internet access.

## **2.4** Medical and First Aid

This area covers first aid, allergies, administering medicines and all related procedures. Accident forms are used. Details about allergies are requested upon entry to the College and records are updated regularly. A member of the Senior Management Team (SMT) will report any notifiable accident that occurs on college premises to a student, member of staff, parent(s), visitor or contractor to the HSE in accordance with RIDDOR. (See Health & Safety, Medical Needs, Visitors to the College and/or Visiting Speakers policies.)

## **2.5** Child Protection & Safeguarding

Our Child Protection & Safeguarding Policy and training for all staff form the core of our child protection risk management. A Safer Recruitment Policy and procedures ensure that the College is not exposed to the risk of employing staff who are barred from working with children, are not allowed to work in the UK or are prohibited from teaching. By extending this regime to include Governors and by ensuring that everyone in our community receives appropriate training according to their role in College, for example in areas such as child protection, the Prevent Duty, anti-bullying and safer recruitment, we manage this risk to an acceptable level. (See Child Protection & Safeguarding policy and/or Safer Recruitment policy.)

## **2.6** Activities and Trips

All student activities and trips must have a risk assessment carried out in advance. Staff concerned with the activity, and students taking part in the activity should be familiar with the risk assessment. (See Health and Safety on Trips and Visits policy)

## **2.7** Support Areas

A lone worker's risk assessment is in place for staff who work outside of normal College hours.

# **3 Conducting a risk assessment**

## **3.1** We use the model recommended by the HSE in its publication "Five steps to Risk Assessment".

- 1 – Identify the hazards;
- 2 – Decide who might be harmed and how;
- 3 – Evaluate the risks and decide on precautions;
- 4 – Record your findings and implement them;
- 5 – Review your assessment and update if necessary.

## **3.2** Students do not carry out high risk activities; they are mostly low risk. We may undertake a few medium risk activities providing specialists are involved, safety briefings are given, and protective equipment is worn.

## **3.3** We will employ specialists to carry out high risk tasks. Staff may only carry out medium rated activities if they have been properly trained.

## **3.4** Specialists or relevantly qualified staff carry out risk assessments in areas such as electrical and fire safety.

- 3.5** All risk assessments are reviewed (and recorded) annually, when major structural work is planned, or in the event of an accident or major incident.
- 3.6** Members of staff are given an induction into the College's arrangements for risk assessments and health and safety. Specialist training is 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 co-operating with the Principal and members of SMT in order to enable them to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Facilities Manager or SMT.

#### **4 Role of SMT and Governors**

- 4.1** The SMT and Governors keep under review any major risks to the College, including (amongst other things) strategic risk, loss of fee income, damage to reputation, risk of a child protection issue, employment disputes, major health and safety issues (including risk of fire), poor cash flow management and fraud.
- 4.2** The measures taken to protect the College against such risks include safer recruitment of staff and governors, measures to ensure the selection, training and appraisal of appropriately qualified staff and governors, insurance, strong financial controls and use of professional advice from lawyers, accountants, architects, surveyors etc. as needed.

#### **5 Monitoring and review**

- 5.1** It is the responsibility of the Principal to monitor and evaluate the effectiveness of this policy.
- 5.2** This policy will be formally reviewed each year; however, it will be amended earlier if legislation or College procedures change prior to that time.

#### **This policy should be read in conjunction with the following related policies:**

OxSFC Health and Safety Policy

OxSFC Health and Safety on Trips and Visits

OxSFC Health and Safety Policy for Students

OxSFC Visiting Speakers and External Events Policy

OxSFC Visitors to College Policy

OxSCF Child Protection and Safeguarding policy

OxSFC Safer Recruitment Policy

OxSFC Medical Needs policy

OxSFC Data Breach Policy and Procedure

OxSFC Data Protection Policy