



Risk Assessment Policy

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1.0 What Is a Risk Assessment?

- 1.1 **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.
- 1.2 **A hazard** is something with the potential to cause harm
- 1.3 **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring
- 1.4 **A risk assessment** is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- 1.5 **Risk control measures** are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).
- 1.6 Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of students, impact on development), financial (falling student rolls), compliance (child protection issues) and environmental (asbestos, legionella).

2.0 The Reason for Risk Assessment

- 2.1 By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

3.0 Areas Requiring Risk Assessments

- 3.1 The Principal and Operations Manager are responsible for ensuring that a comprehensive regime of risk assessment is maintained and reviewed annually
- 3.2 There are numerous activities carried out in CSFC Cambridge, each of which requires its own separate risk assessment. The most important of these cover:
 - Fire safety, procedures and risk assessments
 - Educational visits and trips (see Educational Visits Policy)
 - Health and Safety (see Health and Safety Policy)
- 3.3 Risk assessments may also be needed for many other areas, including:
 - Educational
 - Science experiments
 - Sport and PE activity

- Music (including minimising the risk of hearing loss to staff)
 - Arts/ Drama (including the theatre back stage, stage, props room and lighting box)
- 3.4 We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science. We provide professional training courses for both teachers and technicians who work in Science. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

4.0 Pastoral & Boarding

- 4.1 The focus of our pastoral policy is to ensure that every student leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our programmes and assemblies are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.
- 4.2 A risk assessment is compiled by the Deputy Head Boarding and Pastoral and Senior Houseparent to cover the main risks and dangers within the boarding houses. Each boarding house has designated house parents working there on a daily basis. If house parents identify any unsafe conditions such as broken door handles or unsecured flooring, these are communicated to the site managers and the Senior Houseparent. Any larger work projects within boarding will require the approval of the Operations Manager.

5.0 Medical and First Aid

- 5.1 The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Admin Office and the College Nurse is responsible for ensuring that accident reports are passed to the Operations Manager. The Colleges Health and Safety Policy explains the procedures that would follow in the event of a medical emergency.

6.0 Safeguarding & Child Protection

- 6.1 The Child Protection/Safeguarding policies and training for all staff form the core of our student protection risk management together with our arrangements for the Designated Safeguarding Lead. Safer recruitment policies and procedures ensure that the college is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to

Directors and volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

7.0 Educational Visits

- 7.1 The College maintains an Educational Visits Coordinator who oversees all risk assessments for educational visits and college-wide events. They are appropriately trained and qualified to undertake the above, details of which are in the 'Educational Visits' Policy.

8.0 Support Areas

- 8.1 **Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- 8.2 **Caretaking and Security:** risk assessments cover every type of room, laboratory, stairs, corridor and emergency exit in the entire college, including boarding accommodation. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- 8.3 **Maintenance:** risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- 8.4 **Grounds:** risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- 8.5 **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

9.0 Access by Students

- 9.1 Risk assessments of all areas of the college reinforce the policy of ensuring that our students do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Students are only allowed access when accompanied by a member of staff. Students do not have access to the Maintenance, Catering and Caretaking working areas in the College.
- 9.2 A risk assessment is compiled by the Senior Houseparent to cover the main risks and dangers within the boarding houses. Each boarding house has designated house parents

working there on a daily basis. If house parents identify any unsafe conditions such as broken door handles or unsecured flooring, these are communicated to the site managers and the Senior Houseparent. Any larger work projects within boarding will require the approval of the Student Services Manager and the Operations Manager.

10.0 Conducting A Risk Assessment

10.1 There are several possible techniques. One model that we use at CFSC Cambridge, known as the "Traffic Lights Model" is set out below.

10.2 Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

10.3 The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

Hazard	Severity	Likelihood	Initial risk rating	Further actions	Residual risk rating
1	2	3	4	5	6
List each. Carry out actions 2-6 for each hazard	Rate each 1 - 6 in ascending order of severity	Rate each 1 - 6 in ascending order of likelihood	Multiply severity with likelihood (Col 2 x Col 3)	List measures to reduce severity for each hazard	Adjusted Numerical score (Must be no higher than 11 for EYFS and youngest students)
Date:					
Signature:					

10.4 On completion of the risk assessment, the residual risk score is coloured coded as follows:

Red - scores of 24-36

Amber - scores of 12 -23

Green - scores of 0 -11

10.5 It is College policy to never to carry out any activity which has a red rating (24 or above) after the risk reduction measures have been put into effect.

10.6 Green activities can be hazard that is highly likely but is of low residual rating. For example:

- The likelihood of a coach in a city being stuck in traffic would be rated as 6
- The severity of leaving teachers, teaching assistants and children waiting outside in hot sun/wet weather for an unknown period of time would be rated as 2. The initial risk rating would be 12 (Amber).
- But putting all of the following measures in place reduces its severity to 1, leaving a residual risk rating of 6 (Green):
 - Teacher in Charge and Driver are in mobile phone contact
 - Staffing ratio is high
 - Teacher in Charge has made a reconnaissance visit, and discovered where the party can wait out of the rain/sun
 - Bottled water is carried

- All staff carry visit packs, and can phone the college to advise that there will be a delayed return
- All emergency contact details are available to the College Office, who phones them and explains that the coach has been stuck in traffic; but there is nothing to worry about
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand

10.7 A hazard may be fairly likely and have a low residual rating. For example:

- The likelihood of a student falling over and grazing a knee on a walk in the countryside would be rated as 4.
- The initial severity would be 3.
- The initial risk rating would be 12 (Amber)
- But putting the following measures into place reduces the severity to 2, leaving a residual risk rating of 8 (Green):
 - Member of Staff in Charge has First Aid kit
 - One member of staff is qualified in First Aid
 - Member of Staff in Charge has mobile phone
 - All members of staff had held a meeting to discuss the outing and the risk assessment beforehand

10.8 A hazard may be very unlikely; but have a high severity rating. For example:

- The likelihood of a pupil going missing on an organised college outing headed by a qualified Teacher, who has been trained in leading visits, and was appropriately staffed would initially be rated as 3.
- The severity would be 5.
- The initial risk rating would be 18 (Amber).
- But putting the following measures into place reduces the likelihood to 1, leaving a residual risk rating of 6 (Green):
 - All students have been briefed about the purpose of the visit and the expectations of behaviour
 - All students understand where they should go if they accidentally become separated from the rest of the group
 - Teacher in Charge and other staff and volunteers carry mobile phones
 - Staffing ratio is high
 - Teacher in Charge has made a reconnaissance visit, and planned the route inside the location (e.g. museum) in advance

- Students are divided into groups
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand
- All members of staff know what to do in an emergency
- All volunteers have been briefed thoroughly on their respective roles.
- Head counts are taken on leaving college, on sitting in the coach, on leaving the activity and on returning to the coach. The coach does not leave until everyone is accounted for.

10.9 The three examples quoted above are intended to illustrate that everyday risk assessments for college outings are no more than practical tools that are designed to assist staff who are in charge of an outing. The issues such as:

- What if the coach is delayed?
- What if a student falls over or is ill?
- What if a student goes missing?

can arise, and need to be anticipated in advance.

11.0 Medium Risk Activities

- 11.1 We undertake a few medium risk activities with students, but only using instructors. Some of the scientific experiments carried out by our students also have a residual amber rating.
- 11.2 Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.
- 11.3 Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and students are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

12.0 Specialist Risk Assessments and High Risk Activities

- 12.1 We will always employ specialists to carry out high risk tasks at the College. The Operations Manager arranges for specialists to carry out the following risk assessments:
- Fire safety
 - Asbestos
 - Legionella
 - Gas safety

- Electrical safety of buildings
- Work at high levels

13.0 Review of Risk Assessments

- 13.1 All risk assessments are regularly reviewed. Risk assessments are also reviewed (and recorded), when major structural work is planned, or in the event of an accident. The college's arrangements for the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the College, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.
- 13.2 The College maintains a 'library' of risk assessments for staff to refer to and adapt for their own use.

14.0 Responsibilities of All Staff

- 14.1 All members of staff are given a thorough induction into the College's arrangements for risk assessments and health and safety which will be recorded. Specialist training is given to those whose work requires it.
- 14.2 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 Principal, the Operations Manager and other members of the SMT in order to enable the College to comply with their health and safety duties.
- 14.3 All members of staff are responsible for reporting any risks or defects to the Operations Manager.

15.0 Accident Reporting

- 15.1 The Operations Manager is responsible for reporting and recording any notifiable accident that occurs on college premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) as laid down in the Health and Safety Policy. All notifiable accidents and near misses are reviewed by the College's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

16.0 Audit Compliance Statements

- 16.1 An annual compliance risk register is presented by the Principal to the Directors for approval. This report analyses:

- The financial procedures and controls
- The major risks to the College, including Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Governor Skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments
- Areas of potential risk
- The measures taken to protect the college against such risks, including: Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and
- Governors Insurance
- Strong financial controls that are regularly reviewed Financial reserves policy
- Use of professional advice from lawyers, accountants, architects, etc as needed
Formal review of compliance with the College's charitable objectives

16.2 Governors are invited to approve the compliance risk assessment annually.