Risk Assessment Policy

Policy Code *OPC/9*	**Authorisation Date** *March 2024*	**Next Review Date** *March 2025*
Enquiries Contact: *support@uk.oneschoolglobal.com*	**Approval Authority** *Board of Trustees*	**Policy Author** *Rui Martins*
Associated Documents *Health & Safety Policy / Safeguarding Policy*		

INTRODUCTION/POLICY STATEMENT

OSG UK Knockloughrim 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 Knockloughrim 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 CA and Campus Principal 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 e.g., 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 Knockloughrim 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 including volunteers 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 OSG UK competent person and the appointed Health and Safety Consultants, in accordance with the guidelines outlined in the Health and Safety Policy and by HSE..

5.1.2. Risk assessments are carried out by

- Health and Safety Officer / Premises Manager.
- Health and Safety CA.
- Campus Principal or member of staff.
- Specialist teacher of Science, Design Technology, PE/Sport, Art, Food Tech.
- Education trip/visit leader.

- Event Coordinator.

5.1.3. Model risk assessment forms are available from the National Support Office and the online Health and safety Platform (Donesafe) under Documents >> Operations >> Generic Risk Assessments (To be adopted by Campuses)to which key staff have access. The documents 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. Risk Assessments must be completed and authorised by the relevant line manager before any activity commences. A copy of the risk assessment form, should be circulated by all involved parties and circulation list completed and signed. Full copy of the document must be stored on the online Health and safety Platform (Donesafe) Documents >> Document Library. Additional copies must be retained by the activity leader, educational trip or event coordinator, or subject teacher and distributed as appropriate. Findings must be recorded in the 'Further Risks' section of the Risk Assessment, for evaluation and addition to the Risk Assessment during the reviewing process.

5.2. HOW TO COMPLETE A RISK ASSESSMENT.

Risk assessments must be undertaken using OSG UK standard form (Appendix 1). Guidance on completing the form can be found in Appendix 2.

When undertaking a risk assessment, it is important to have a clear grasp of two terms, "hazard" and "risk".

- A **hazard** is anything which has the potential to cause harm.
- **Risk** is a combination of the likelihood of harm occurring and the consequences of that harm.

Hazards cannot always be eliminated but the risk they present can be controlled or reduced by well thought-out working practices.

5.2.1. Step 1 – considering the activities.

Identify the area, process, activities for which you are responsible and which of them need to be risk assessed. Risk assessments are required for all activities that could result in significant injury or ill health, and for all working areas. For example:

- Student activities.
- Campus Visits / Education trips and excursions.
- Special events (e.g., non-VC days, Sports days, etc.)
- Science Labs, offices, D&T workshop, Food Tech room, Art room, etc.
- Lone working.
- Work specific activities.
- Overseas travel and working.
- Emergency situations, e.g., fires, floods, property damage, security breaches, spillage.

5.2.2. Step 2 - Area or activity to be assessed.

Once the areas/activities/processes have been identified, they should now be considered by the person carrying out the assessment. The following questions should be asked:

- What the area is used for, and what activities take place?
- When do, the activities take place, normal working hours? In good bad weather conditions?
- What other things happen at the same time?
- How is the work / activity undertaken?

- Does the process involve hazardous machinery, materials, chemicals, young people?
- Is the floor in good condition?
- Is there adequate lighting, space, and ventilation?
- Do you have access to existing risk assessments, work manuals?
- What experience or qualifications do the students/staff have who are undertaking the work/task?
- Is there any history of accidents?

5.2.3. Step 3 - Determine the hazards.

The assessor should now identify the significant hazards that exist. Speaking to others within the work area or involved in the activity is one of the best ways to gather information.

5.2.4. Step 4 - Who might be harmed?

The people who might be harmed should be considered. The main people who need to be considered are, students, employees / staff, volunteers, contractors, visitors, and members of the public.

5.2.5. Step 5 – What kind of controls should be in place?

Note down any existing controls that are already in place. If the activity is new to OneSchool Global Campus, the assessor must consider how they intend to carry out the task and what could go wrong.

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.

Medium risk activities that take students away from the Campus such as Geography field trips or History visits to museums 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.

The Campus does not undertake higher risk activities with our students such as skiing, water sports or overseas residential trips.

5.2.6. Step 6 – What kind of further controls are required?

Having identified existing controls, the assessor should consider what further controls or actions would reduce the risk further, it may be that on specific risks the assessor requires training and monitoring/supervision to ensure the activity is carried in a safe manner. This can be seen as a further control.

Once all of the controls are in place, the assessor should still consider if they are working and enabling the risk to be lowered. The assessor should consider if additional further actions are required to reduce the risk to as low as reasonably practicable.

Consider HSE and professional guidance.

5.2.7. Step 7 - Priority of action

If further controls/actions are required, they may need to be prioritised and assigned to someone for completion and implementation. Completion dates must also be recorded to indicate the need to review measures. The most serious risks should be considered first.

- How many people might be affected by the risk?
- Is it safe to allow the work to continue without the additional control in place?
- Can some quick solutions be put in place, even as a short-term fix?

The greater the risk the more reliable the controls must be.

5.2.8. Step 8 – Approve risk assessments.

Risk assessments must be approved by the relevant senior manager or governor for the area of risk. Ultimately all risk is held by OSG UK as the Proprietor or their delegated authority.

Risk type	Delegated approver
Health & Safety	Campus Principal / Health & Safety CA
Safeguarding	Campus Principal / Safeguarding CA
Teaching & Learning	Campus Principal

5.2.9. Step 9 – Review assessments.

Risk assessments must be reviewed regularly (generally once a year). There are circumstances where more frequent review is appropriate. For example, if there is a significant change in working practices, e.g., purchase of new machinery/ equipment or substances, employment of new staff, working with young people, after an accident/incident, etc., because these could present new hazards. Amendments will not be made for trivial changes, only for significant ones.

Risk assessments must also be reviewed in the light of serious incidents either within the Campus or across OneSchool Global.

5.2.10. Step 10 - Record findings.

Use the OneSchool Global UK standard risk assessment form (Appendix 1). These must be completed in full to show that proper checks have been made.

Records must be kept for future reference (i.e., if needed for defence of any legal action or for an inspection).

The risk assessments should be kept for at least 3 years. This will allow OneSchool Global to demonstrate that risks were properly assessed.

5.2.11. Risk Assessment Log.

The log of OneSchool Global Campus risk assessments will be managed locally by the Health and Safety Officer/ Premises Manager, Health and Safety CA and Campus principal. OneSchool Global UK appointed Health and Safety Consultants will conduct audits to the arrangements and feedback on findings are required improvement actions to ensure compliance and safety is achieved.

5.2.12. Generic Risk Assessments.

Generic risk assessments can be useful, but they should be checked by to ensure that they are suitable for their area/activity. OneSchool Global UK appointed Health and Safety Consultants are deemed the ‘competent person’ and they would be suitable to check and feedback on the suitability of the Generic Risk assessment.

5.2.13. Communication of Risk Assessments.

The results of risk assessments must be communicated with all necessary groups or individuals so that they understand what they have to do to work safely. Examples are:

- Access to the risk assessments in the Health & Safety platform
- Standard Operating Procedures.
- Signage, e.g., “Wear your PPE”.
- Toolbox talks, staff briefings, induction training and refresher training.
- Circulation lists – attached to the last page of the Risk Assessment, to ensure that the document is available for people to read consult and comment. Circulation lists are also good

to evidence that the document has been circulated, read and understood with those involved in the activity/task.

6. SUITABLE AND SUFFICIENT

A suitable and sufficient risk assessment process should:

- Cover the hazards and significant risks of all work activities.
- Be systematic in the way in which hazards are identified.
- Take into account current legislation, OneSchool Global (OSG) requirements and good practice.
- Include risks to health as well as safety.
- Take into account risks to students, staff, volunteers, visitors and contractors.
- Identify groups of people who may be at particular risk, such as young or inexperienced persons, expectant mothers, visitors new to OSG, people with disabilities or health conditions.
- Be undertaken before work/activities start, and subsequently be reviewed in the light of experience.
- Be undertaken to design out hazards in new buildings.
- Be brought to the attention to those people who might be exposed to the risks, so that they know how avoid being hurt.

7. SPECIFIC RISK ASSESSMENTS

- In addition to general risk assessments, there is also a requirement, under the Management of Health and Safety at Work Regulations for OneSchool Global UK to undertake specific assessments therefore, the OSGUK Campus organises with the external H&S consultants to carry out the specific risk assessments, such as: Fire risk assessments, for all individual facilities (this is carried out by OSGUK external H&S consultants)
- Dangerous and Hazardous Substances (See COSHH Policy),
- Manual handling and lifting.
- Noise, where noise exceeds 80db.
- Radiation

The OSGUK Campus also appoints contractors under framework agreement to carry out checks, safety inspections, and maintenance on the following areas:

- Gas, and Electricity.
- Fire systems, Security systems and equipment.
- Catering and Food Technology Equipment.
- Lifts - Passenger / goods.
- Local Exhaust Ventilation Systems (LEV).
- Design and Technology Equipment (D&T).
- Physical Education & and Play Equipment.
- Automated systems such as Gates and shutters, etc.

- Water Systems.

Under specific circumstances, OSGUK staff are deemed competent for carrying risk assessments, as part of their role, such as:

- Display screen equipment (DSE) - this is carried out by Human Resources.
- For those with Special Needs or Required Care.
- Personal Emergency Evacuation Plans.
- Campus visits and school trips - this is carried by the education trip/visit leader.
- Campus activity/event – Health & Safety Officer / Premises Manager / Event Coordinator.
- Areas of higher risk, such as: D&T, Science, Food Tech, Art, and PE/Sport. (In order to achieve competence, these areas receive additional training from designated specialist associations such as CLEAPS, DATA, AfPE, etc.)
- Operating during Coronavirus (COVID-19) Risk Assessment - this is carried out by the National Facilities Manager.

7.1. RECORDING OF RISK ASSESSMENTS

7.1.1. 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.

7.2. STAFF TRAINING

7.2.1. 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 Campus Principal and the CA Team in order to enable the campus to comply with their health and safety duties. All staff are responsible for reporting any risks to the Campus Principal in the first instance.

7.3. SYSTEM FOR MONITORING AND EVALUATION EFFECTIVENESS

7.3.1. The effectiveness of the procedures for managing risk are reviewed regularly by the Campus Principal and any concerns reported to the CA Team. 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.

8. GUIDELINES

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

VERSION CONTROL

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

POL-UK-WHS-1.0	January 2022	2	Addition of guidance and actions, areas, roles, and departments. Removal of Southalls and Safety cloud.
POL-UK-WHS-1.0	May 2022	2.1	Clarification around approval authority for risk assessments
POL-UK-WHS-1.0	February 2024	3	This review added clarification around: • Location of template documents to be implemented by campuses. • Review process. • Circulation of documents. • Storage of records.

APPENDIX 1

OSG UK RISK ASSESSMENT FORM

Date: [insert date]	**Ref:** [insert]	**Review Date**: [insert date]	**Assessor:** [insert name of assessor here] **Ownership:** [insert owner info]	**OSG UK Campus:** **[Insert Campus Name Here]**
Risk Assessment: **[INSERT THE RISK ASSESSMENT NAME HERE]**				**Persons Exposed/Affected:** **[Insert who is affected / exposed here]**

Ref. N°.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Further Controls Recommended	Action by Whom	Action by Date	Completed Date
1.							
2.							
3.							

FURTHER RISKS

INSERT BELOW ANY FURTHER RISKS IDENTIFIED WHILE CARRYING THE ACTIVITY/TASK

Date: [insert date]	**Ref:** [insert]	**Review Date**: [insert date]	**Assessor:** [insert name of assessor here] **Ownership:** [insert owner info]	**OSG UK Campus:** **[Insert Campus Name Here]**
Risk Assessment: **[INSERT THE RISK ASSESSMENT NAME HERE]**				**Persons Exposed/Affected:** **[Insert who is affected / exposed here]**

Ref. N°.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Further Controls Recommended	Action by Whom	Action by Date	Completed Date
FR - 1							
FR - 2							

CIRCULATION LIST

Name (CAPITALS)	Job Title (CAPITALS)	Signature	Date	*By ticking box ☑ below you confirm that you have read and understood the document.*
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

APPENDIX 2

RISK ASSESSMENT: HOW TO COMPLETE THE FORM

You need to gather together all the relevant information on the risks and hazards of the task being assessed. You can use the risk-assessment form to help you make the assessment and create a written record of that assessment process.

The first part of the form is used to record the date of assessment, review date, description of the task to be assessed, the department or area and who may be exposed to the hazards.

Section A – Initial steps of the Risk Assessment process
In this section, you need to consider what the hazards are. In doing this, it is important to consult with those who work in the area/ involved in the activity and any existing documentation that may have a bearing on the risk assessment (e.g., documented procedures and policies, equipment used, services used (electricity, gas, etc) manuals, etc.)

Once the hazard has been identified you should then identify who is at risk and How they might be harmed and what existing control measures can be put in place to eliminate or reduce the likelihood/harm to acceptable levels. Examples are given in **Table 1** below.

	Hazard	Persons at Risk and How They Might be Harmed	Control Measures
Table 1	Using computer workstations incorrectly	Staff, students, volunteers, and visitors Repetitive strain injury and back injury.	Induction training / guidance given Necessary Equipment provided
	Lifting heavy files on to shelving	Staff, students, volunteers, and visitors Injury, especially to the lower back	Induction training, Equipment to access higher shelves, such as foot stool.

Section B – Further Risk and Control Measures

This section allows those involved with the activity to add any additional risks, hazards and controls / comments relating to the risk assessment. This may include occasions when you do not have enough information or knowledge to fully assess the risk in the designated sections above. An example is given in Table 2.

	Hazard	Persons at Risk and How They Might be Harmed	Control Measures
Table 2	Using computer workstations incorrectly	Staff, students, volunteers, and visitors Repetitive strain injury and back injury.	Carry out full DSE workstation assessment. **Ergonomics:** Operator chairs required with fully adjusting mechanism to ensure user fits the workstation, preventing injury to upper limbs.

	Lifting heavy files on to shelving	Staff, students, volunteers, and visitors Falls and slips leading to injuries, broken bones.	Pre-use Inspection and regular condition checks to ensure the equipment is safe to be used and it is not damaged or deteriorated. Daily-checks and monthly-checks to be carried. Damaged equipment must be taken out of use and reported via defect report form to the Premises Manager

In some situations, it may not be possible to reduce the risk to an acceptable level and the risk can be accepted provided that staff are fully informed of the level of risk and the protective measures in place. A higher residual risk must not be accepted.

The person responsible for carrying out or implementing the additional control measures completes the last two columns in section B, which includes the 'action by' and completion 'date'. An example is given in Table 3.

	Action by	**Date**
Table 1	Peter – Science teacher	Staff, students, volunteers, and visitors Repetitive strain injury and back injury.
	John Smith – Premises Manager	Staff, students, volunteers, and visitors Injury, especially to the lower back