

## RISK ASSESMENT POLICY 2022

**Risk assessments are carried out for all students, staff and everyone involved with LanguageUK. Specific considerations are considered for students under 18 and risk assessments are drawn up and/or amended as required.**

Risk assessments are carried out for all events and situations that might pose a possible risk for staff and/or students.

These include:

- travelling to and from school
- social programme evening activities and social programme Saturday excursions
- class outings led by a teacher
- students' free time outside school
- student accommodation
- afternoon and evening activities
- weekend excursions

Risk assessments are also carried out for:

- school residential properties (18+)
- covid-19 risk for residential
- fire risk residential
- school grounds
- Emergency response and crisis management
- E-safeguarding risk assessment
- Health and safety risk assessment
- Homestay providers covid-19
- LanguageUK re-opening risk
- Prevent risk
- Risk assessments are undertaken by Operations and Academic who run the social programme and activities.
- All risk assessments are located on One Drive in the Risk Assessment Folder or in hard copy in the administration office.
- **The risk assessments are immediately updated when changes occur and reviewed annually by the Operations Department.**
- Any action which may be required to remove, or control risks is approved by the principal and implemented by the Operations Manager.

### **Risk Assessment Procedures:**

Risk Assessments are carried out by the Head of Operations as directed by the Junior Manager prior to the start of the course.

Any risk assessments associated with the organisation of the Social Activities are undertaken in collaboration with the Academic Assistant copies of all Risk Assessments are stored in Academic office.

All Staff are required to read the related risk assessment for any activity they do, such as a sports activity or excursion and sign that they have read and understood the risk assessment. Sign sheets are kept in the academic office with the risk assessments.

### **Risk Assessment for the Social Programme**

- The school social programme is designed by the Academic Team and other staff who would like to become involved. Running the programme in house allows us to maintain a high level of control over any potential risks to our students.
- Each risk assessment for afternoon and evening activities and Saturday excursions has been specially written by the Head of Operations for that specific activity well in advance of the

activity or excursion taking place. The risk assessment has a simple layout which is easy to comprehend, stating the possible hazards, precautions, level of risks and comments.

- Before each activity or excursion, a copy of the risk assessment is given to the member of staff leading the activity to make them aware of any possible risks and the preventative measures they should take. They should sign and date it before the activity or excursion takes place, and then keep it until after the activity to write any comments they have including observations of perceived changes to risks and then return it to the academic office. The Social Programme Organiser, together with the Head of Operations, then updates the risk assessment accordingly. The signed copy goes in the risk assessment file and is kept for 6 years.
- A mobile phone is taken on all excursions and activities. All the students have this number, and the school emergency number, on their student cards. The mobile is switched on one hour before an excursion or activity begins and it is on during the activity and for 1 hour after the activity has finished (unless circumstances, e.g., a lost student, require it to be kept on for longer). At any other time, students can call the school emergency number.
- Regarding under-18s, when signing up for a social activity, all students must indicate if they are under 18. When under-18s are participating in the social activity, the member of staff leading the social activity will make sure they know who the under-18s are and will carefully supervise them to check they are ok and behaving in an appropriate manner.

#### **Specialist Qualifications of Staff for Supervision of Excursions and Evening Activities**

All staff supervising activities and excursions have level 1 safeguarding training and usually have a basic knowledge of first aid or are trained in first aid. Most activities are of low risk and are in or near a town or city where the emergency services are close by.

**Reviewed October 2018**

**Next review October 2019**

**Reviewed November 2019**

**Reviewed October 2020**

**Reviewed November 2021**

**Next review November 2022**