

RISK ASSESSMENT PROCEDURE

Introduction

Bosworth College buys in firmly to a modern culture of Health and Safety and of ensuring the welfare of its students, staff and visitors of all sorts. As outlined in the College's *Health and Safety Policy*, the College considers risk assessment is an essential tool in order to assure people's welfare to the best possible degree. The College seeks to make risk assessment part of its culture, both to meet its statutory obligations and in order to assure a safe and secure educational and working environment.

Aspects of College Subject To Risk Assessment

Risk assessments are written and applied for all premises; for procedures and activities in the College's life (e.g. catering and maintenance) or activities pursued by students (such as outings and visits); for assessing students' and staff's safety in and away from College; for safeguarding issues; for relevant aspects of lessons (e.g. science and sport); and on an ad hoc basis for events or situations which are unusual (such as work experience).

Form of Risk Assessments

Slightly differing formats are used depending on the activity being assessed (e.g. fire safety as opposed to an educational visit.) However, all risk assessments meet the following aspects of good practice. Please see *Appendix* to this Policy:

- RAs specify and name possible risks;
- RAs describe the likelihood of a risk;
- RAs describe the severity of a risk;
- RAs assess the seriousness and acceptability of a risk based on likelihood and severity;
- RAs specify measures needed to ensure the risk is acceptable;
- An activity or situation will not be allowed if the risk is unacceptable and impossible to reduce to an acceptable level;
- 'Acceptable level' will be defined in the risk assessment;
- RAs are prepared by one member of staff and then scrutinised by another member of staff
- Both members of staff are suitably qualified or experienced to assess risk;
- RAs are reviewed periodically as appropriate.

Training and Advice

The College employs a Head of Estates and an Educational Visits Coordinator who both have formal risk assessment and health and safety training. Senior staff (e.g. deputy heads, heads of science, supervisory staff in catering) have training or experience in risk assessment for areas in which they work. Training is kept up to date. These staff support other staff by ensuring awareness of risk, ensuring awareness of risk assessments and of how to apply risk assessments, of how to contribute to them and of how to raise concerns where a RA exists or a member *or other person such as a student* considers there is a risk.

Conclusion: This Procedure should be read in conjunction with the College's: *Health and Safety Policy, Supervision of Students Procedures, Educational Visits Policy, Building Risk Assessments and DDAs, Safeguarding Policy.*

APPENDIX

Blank Form

d	Date & Activity.....	Risk Assessment.	Author.....Assessor.....			
Risk	Affected parties	Likelihood	Severity	Likelihood x Severity	Measures to make acceptable	Confirm Acceptability Y or N.

Likelihood: 1 – Very unlikely. 2 – Unlikely. 3. – Possible. 4. - Likely. 5. – Very likely.

Severity: 1. – Slight damage to property only. 2. – Minor injury only. 3. Injury needing hospital treatment possible. 4. – Major injury possible. 5. – Possible Fatality.

Examples of Risk Assessments

d	Date & Activity...Andre Antunes Ferreira..... ...Safety at School.....22.4.15.....	Risk Assessment.	Author.....KBJ.....Assessor.....			
Risk	Affected parties	Likelihood	Severity	Likelihood x Severity	Measures to make acceptable	Confirm Acceptability Y or N.
Suicide	Andre and students he lives with.	1	5	5	Andre has been assessed by doctor. Andre has mentioned suicide but he says it was in a poem. He has not harmed himself. He lives with other students. Two of these (Zeeshan and Sam) are aware of Andre's state of mind and will contact staff if concerned. They have been briefed by Kevin and Caroline. All absences from lessons at College are reported and acted upon.	Y
Overdosing on sleeping pills prescribed by doctor.	Andre and students he lives with.	1	4	4	Specific risk quoted because of his using this medication. Pills are a very low dosage. Doctor prescribing is aware of Andre's independent situation and that he is self-treating.	
Nervous illness.	Andre	3	3	9	Staff caring for Andre are not clear whether he is unhappy to the point of depression, attention seeking or both. RA works on basis this <i>could</i> happen. Andre sees a variety of staff. He talks willingly to Caroline Adams (College Nurse) and will speak with VP. All his teachers are sensitive and active in asking how he is, are well trained and alert in using College Pastoral framework to support Andre.	
Poor exam performance.	Andre	5	1	5	Andre attends most lessons and receives extra time from all his teachers. College will attempt to get Andre to cooperate in obtaining a doctor's note for the exam board.	
Selfharming.	Andre and students he lives with.	2	2	4	Andre regularly wears shorts and short sleeved shirts. No evidence of him doing this. No history. However, College medical and pastoral support network checks as for other risks – e.g. nervous illness.	

Likelihood: 1 – Very unlikely. 2 – Unlikely. 3. – Possible. 4. - Likely. 5. – Very likely.

Severity: 1. – Slight damage to property only. 2. – Minor injury only. 3. Injury needing hospital treatment possible. 4. – Major injury possible. 5. – Possible Fatality.

Date & Activity...wef. 23.9.15.....
 ...Michael Alford in College.....

Risk Assessment.

Author...KJ.....Assessor.....

1

Risk	Affected parties	Likelihood	Severity	Likelihood x Severity	Measures to make acceptable	Confirm Acceptability Y or N.
Using and crossing public roads.	Michael Drivers and passengers in RTA.	2	5	10	Michael is accompanied when moving from Queens to Naz or to and from College. Students and staff accompanying are trained to escort, to speak with M describing hazards and listening to him in turn. In foggy weather or crowded conditions, if all agree, M may take student's/teacher's arm.	Y
Moving around buildings.	Michael. Other users.	2	3	6	Michael familiarises himself with routes. M uses handrails. M arrives and departs before the end or start of lessons to avoid crowding. M is accompanied. Students are asked to allow for M's needs. M will use route of lift >> Staff Room >>BO7 to enter and leave Physics Dept.	Y
Emergency evacuation.	Michael and other users.	2	3	6	M is accompanied if present when alarm is sounded. M can move at a normal speed. M has two supporters in case of alarm to anchor and protect him.	Y
Physics practicals.	Michael and others.	1	2	2	M will undertake practical lessons on his own with a physics teacher.	Y
Personal emergency	Michael	3	3	9	M will be introduced to all students and teachers with whom he has lessons. All asked to ensure they talk freely and understand Michael can ask for assistance. Conventions established with mutual consent after discussion. Mr John Bromilow is M's contact teacher if M needs assistance.	Y

Likelihood: 1 – Very unlikely. 2 – Unlikely. 3. – Possible. 4. - Likely. 5. – Very likely.

Severity: 1. – Slight damage to property only. 2. – Minor injury only. 3. Injury needing hospital treatment possible. 4. – Major injury possible. 5. – Possible Fatality.