

Risk Assessment Policy

Purpose and Scope

The purpose of this Risk Assessment Policy is to outline BSC Education's commitment to identifying, evaluating, managing, and mitigating risks to ensure the safety and well-being of students, team members, visitors, and the Educational institution. BSC Education has a multitude of Risk assessments which are conducted for the college on a regular basis and cover risks to students, team members, buildings and social programme, college events or immersive lessons.

What is a risk assessment?

A risk assessment is a process used to identify health and safety hazards and evaluate the risks presented within the workplace. Risk assessments are a legal requirement for employers.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk control measures are the measures and procedures that are out in place in order to minimise the consequences of unfettered risk (e.g. team member training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Who conducts a risk assessment?

Risk Assessments are conducted by the Facilities Director, College Manager(s), Head of Young Learners, Operations Managers, Student Experience Teams and Teachers. Training to conduct these has been provided and is continued as required or as new team members start. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented. The above team members are always available to advise or to support in review.

Risk Assessment Process

The risk assessment process will be carried out as follows:

1. Identify the Hazards
2. Assess the risks
3. Control the risks
4. Record your findings
5. Review the controls

Thorough Risk Assessment involves answers to such questions as the following:

| | | | | | | | |
|----------|----|--------|-------|-------|-------------|----------|------|
| Doc No.: | 15 | Owner: | SP/BS | Date: | Sept - 2025 | Version: | V2.0 |
|----------|----|--------|-------|-------|-------------|----------|------|

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?
- Who may be Affected? Consider students, team members and those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning teams, contractors or parents. Or when beyond the college, members of the public.

BSC Education has Risk assessment guidance document that is to be used in conjunction with this policy.

Identification of Hazards

Think about what might cause harm (these are called hazards). For example, in a college or centre that might be a kettle or a wet floor. On a student experience trip this might be **traffic, an injury or a student getting lost.**

For each Hazard you need to think about how employees, visitors, group leaders or students might be harmed.

Assess Evaluation

- Evaluate the identified risks by determining the likelihood of occurrence and the potential severity of the impact.
- Use a risk matrix to categorize the level of risk
- Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Risk Control Measures

- Identify and implement measures to control or mitigate risks. These may include further controls, administrative controls, or personal protective equipment (PPE).
- Ensure that risk control measures are practical, effective, and comply with relevant laws and standards.

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:

- -Avoid the hazard – can the hazard be avoided or altered to reduce the likelihood or risk?
- -Substitute or replace the hazard
- -Procedural controls – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- -Student/Child management – make sure that team members are aware of each student/child's needs.
- -Setting management – such as the monitoring of exits and entrances.
- -Additional equipment/team members – can a lifting device or an additional person be utilised to avoid or reduce the risk?

| | | | | | | | |
|----------|----|--------|-------|-------|-------------|----------|------|
| Doc No.: | 15 | Owner: | SP/BS | Date: | Sept - 2025 | Version: | V2.0 |
|----------|----|--------|-------|-------|-------------|----------|------|

- -Personal Protective Equipment – consider the value of using such things as gloves, over garments.
- -Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fire.

College Risk Assessments

This list is not exhaustive:

- Fire Risk Assessments
- Building/Premises
- Outside areas
- Social Programme Activities
- Immersive lessons
- Residential accommodation
- PREVENT
- Equipment e.g. Microwave/fridge etc.

Record-Keeping

- Document all risk assessments, including details of hazards identified, risk levels, control measures, and actions taken.
- Maintain records for compliance with legal requirements and to support continuous improvement efforts.
- Risk assessments are important to different areas of the business but do not purely rely on paperwork, this must be in place, but your main priority is to control the risks in practice.

Monitoring and Review

- Regularly monitor the effectiveness of risk control measures and review risk assessments as necessary, especially following any incidents, near misses, or changes in circumstances.
- Conduct periodic audits of risk assessments to ensure continued relevance and compliance.

Review the controls that have been put in place to make sure that they are working. Controls must be reviewed if:

-they may no longer be effective

-there are changes in the workplace that could lead to new risks such as changes to:

- team members
- a process
- equipment used

Reviews must be considered if any other team members spot or report any concerns or there have been any accidents or near misses.

| | | | | | | | |
|----------|----|--------|-------|-------|-------------|----------|------|
| Doc No.: | 15 | Owner: | SP/BS | Date: | Sept - 2025 | Version: | V2.0 |
|----------|----|--------|-------|-------|-------------|----------|------|

Responsibilities of all Team members relating to risk assessments

- Ensure that risk assessments are conducted for all activities under their control.
- To partake in risk assessment training and follow appropriate guidance.
- Take responsibility for their own safety, together with that of students/children and visitors in their care.
- Cooperate with College managers, line managers and other department heads to comply with Health and Safety duties.
- All team members are responsible for reporting any risks, defects or concerns to an appropriate manager or line manager.

Line managers and Head of Department

- Ensure that risk assessments are conducted for all activities under their control.
- Implement risk control measures and ensure that students/children and students are aware of and adhere to safety protocols.
- Provide leadership and allocate necessary resources for effective risk management.
- Ensure that risk assessments are integrated into strategic planning and decision-making processes.
- Ensure that student experience activity trips and immersive lessons undertaken by teachers are reviewed and signed off by the College Manager or appropriate manager in their absence.

Training

BSC Education will provide appropriate risk assessment training to team members involved in risk assessment activities. Training covers:

- Risk identification and evaluation techniques.
- Implementation of risk control measures.
- Legal requirements and standards related to health and safety.
- Incident reporting protocols.

| *Review History: | | | |
|------------------|-------------------------------------|-----------------------|---|
| Date of review | Reviewed by | Reason for review | Amendments |
| September 2024 | Compliance and Safeguarding Manager | Policy implementation | In line with Risk Assessment procedure and guidance documentation |
| September 2025 | Area College Managers | Annual Review | Fact checks |

**Policies will be reviewed annually or more frequently if there are any legal changes or as good practice requires.*

| | | | | | | | |
|-----------------|----|---------------|-------|--------------|-------------|-----------------|------|
| Doc No.: | 15 | Owner: | SP/BS | Date: | Sept - 2025 | Version: | V2.0 |
|-----------------|----|---------------|-------|--------------|-------------|-----------------|------|