



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

RISK ASSESSMENT POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	Operations
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Deputy Principals
REVIEWED BY:	Site Manager
CONSULTATION WITH:	Senior Leadership Team (SLT)
REVIEW DATE:	August 2024
FUTURE REVIEW:	August 2025

The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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INTRODUCTION

Sensible Risk Management is about practical steps to managing real risks, not only to students, but also staff and the whole college community. A high priority lies in ensuring that all the operations within the college environment are delivered in a safe manner that complies fully with the law and best practice. Risks are inherent in everyday life. We need to identify them and adopt systems for minimising them. Our students need to be educated in how to cope safely with risk.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people and the college that could result from any activity or situation.

- A hazard is something that has the potential to cause harm (e.g., fire).
- 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 put in place to minimise the consequences of identified risk.

Risk assessments make good sense focusing on prevention rather than reacting when things go wrong. Risk assessments need regular review and updating. The Human Resources Manager is responsible for keeping records of staff training.

Areas requiring risk assessment include:

- Asbestos
- Display Screen Equipment
- Equipment and machinery
- Gas safety
- Manual handling
- Personal Protective Equipment
- Radon
- Electrical safety
- Fire safety
- Slips trips and falls
- Noise
- Harmful substances (COSHH)
- Work related stress
- Workplace transport
- Working at Height
- Legionella
- Educational visits and trips
- Science experiments
- Duke of Edinburgh Award
- Sporting activities

The College subscribes to the CLEAPS advisory Service

PASTORAL

The focus of our pastoral care is to ensure that every student leaves as a confident, articulate young adult capable of keeping themselves safe on the streets and in their learning and residential environment. The PSHE program and Assemblies are directed towards promoting and increasing understanding of the risks that exist in the real and electronic world.

MEDICAL

Regular first aid training for staff is provided. All accidents should be reported through Sphera. The Health and Safety Officer is responsible for reporting any notifiable accident that occurs on college premises in relation to student, member of staff, parent, visitor, or contractor to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

We ensure that students understand why they do not have unsupervised access to potentially dangerous areas. Students do not have access to maintenance, catering, and caretaking areas of the college facilities.

CHILD PROTECTION

Child Protection and Safeguarding Policies and training for all staff, tutors and residential team members form the core of the college's child protection and risk management. 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. As well as the Child Protection Team, college also has a Mental Health and Wellbeing Team to further support students and staff.

AREAS COVERED BY RISK ASSESSMENTS

Risk Assessments cover the physical site, rooms, laboratories, stairs and corridors (including boarding). Risk Assessments include fire safety, asbestos, gas safety, and electrical safety. PAT testing occurs annually at all the college teaching premises and boarding premises. All risk assessments are reviewed when major structural work is planned or in the event of an accident. There is a separate policy on Health and Safety. Staff are responsible for taking care of their own safety, together with that of students and visitors.

FURTHER INFORMATION

For further information about risk assessment at OIC please speak with the principal.

contact@oxcoll.com

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