



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

RISK ASSESSMENT POLICY

POLICY INTENDED FOR:	Students, Staff and Stakeholders
CATEGORY:	Risk Management
POLICY IMPLEMENTED BY:	Principal
REVIEWED BY:	SLT
LAST REVIEW DATE:	January 2026
FUTURE REVIEW:	January 2027

The Three Pillars

The three pillars of the OIC curriculum are:

- Academic Excellence
- Personal Development
- Career Development

1. Purpose

This Risk Assessment Policy outlines Oxford International College's approach to managing risks in accordance with the Independent School Standards and the National Minimum Standards for Boarding Schools. It is designed to ensure the safety and welfare of all students, staff, and visitors, and to promote a culture of proactive risk management.

2. Scope

This policy applies to all areas of the college, including academic, extracurricular, boarding, and off-site activities. It encompasses risks to health and safety, safeguarding, operational functionality, and reputational integrity.

3. Objectives

- To identify potential risks in all areas of the college's operations.
- To implement measures to mitigate and manage identified risks effectively.
- To comply with all relevant statutory requirements, including those set out in:
 - The Independent School Standards.
 - The National Minimum Standards for Boarding Schools.
- To create a safe environment for students, staff, and visitors.

4. Roles and Responsibilities

4.1. The Principal

- Has overall responsibility for maintaining a Risk Register.
- Has overall responsibility for ensuring compliance with this policy.
- Ensures risk assessments are completed, reviewed, and updated regularly.

4.2. Designated Safeguarding Lead (DSL)

- Ensures risks related to safeguarding and child protection are adequately assessed and managed.
- Provides guidance to staff on safeguarding aspects of risk assessments.

4.3. Heads of Departments

- Responsible for conducting risk assessments within their areas of operation.
- Ensure that risks are managed appropriately and that staff are aware of their responsibilities.

4.4. Boarding Staff

- Conduct regular risk assessments related to boarding provision, including fire safety, premises, and welfare.

4.5. All Staff

- Must adhere to this policy and report potential risks to the appropriate person.
- Participate in training and ensure awareness of risk management procedures.

4.6. Students and Parents

- Are encouraged to contribute to risk identification and share concerns with the college.

5. Risk Assessment Procedure

5.1. Identification of Risks

- Risks will be identified through regular inspections, audits, staff observations, and feedback from students and parents.

5.2. Risk Analysis

- Each risk will be analyzed to determine its likelihood and potential impact.
- Risks will be classified as low, medium, or high priority.

5.3. Risk Mitigation

- Measures to mitigate risks will be implemented based on priority.
- Mitigation strategies may include:
 - Training and supervision.
 - Physical safeguards.
 - Implementation of policies and procedures.

5.4. Documentation

- Risk assessments will be documented and include:
 - The identified risk.
 - Assessment of likelihood and impact.
 - Control measures implemented.
 - Date of review and next review date.

5.5. Monitoring and Review

- Risk assessments will be reviewed:
 - Annually or as required.
 - Following significant incidents or changes in circumstances.
 - As part of routine inspections.

- Outcomes of reviews will inform updates to this policy and related procedures.

6. Risk Areas

6.1. Educational Visits

Includes:

- Off-site activities, including school trips.
- Transportation arrangements.
- Supervision of students during trips.
- Emergency procedures for off-site events.

Person Responsible for management of risk – Vice Principal

6.2. Health and Safety and operational risk

Includes:

- Emergency procedures and first aid arrangements.
- Management of hazardous substances.
- General safety of premises and equipment.
- Fire safety and evacuation protocols.
- Practical lessons (e.g., science, art, physical education).
- Data protection and cybersecurity

Person Responsible for management of risk – Head of Operations

6.3. Boarding

Includes:

- Welfare and safeguarding of boarders.
- Security of boarding premises.
- Boarding staff responsibilities and regular risk assessments.
- Compliance with the National Minimum Standards for Boarding Schools.

Person Responsible for management of risk – Director of Boarding

6.4. Pastoral

Includes:

- Safeguarding and child protection, including:
- Online safety.
- Risks of child-on-child abuse.
- Addressing vulnerabilities among students.

Risk assessments will take account of the context of the college eg the local area risks in Oxford and any risk associated with students being aged 18 and over

For older students risk include:

- Balancing autonomy with appropriate oversight.

For students living in Oxford risks include

- pedestrian safety.
- neighbourhood safety

For students in shared boarding houses risks include

- shared spaces

Person(s) Responsible for management of risk – Designated Safeguarding Lead plus Director of Boarding

7. Training

- Staff will receive training on:
- Conducting risk assessments.
- Safeguarding and child protection.
- Health and safety procedures.

8. Reporting and Escalation

- Significant risks must be reported to the Principal and, where necessary, escalated to external authorities (e.g., the local authority or health and safety executive).

9. Compliance and Review

- The effectiveness of this policy will be monitored by the Principal and reviewed annually.
- The policy will be updated to reflect changes in legislation, guidance, or college operations.