

JUNIORS RISK ASSESSMENT POLICY (NON-FIRE)

- To carry out risk assessments for all events and activities that might pose a risk for staff and/or students.

These include;

1. Classroom activities such as mingling; role playing; running dictations
 2. Attending afternoon and evening social events in on site, including sports events
 3. Full-day and part-day excursions to places of interest
- To carry out risk assessments for classrooms and all other rooms in the school frequently in use by students and staff.
 - To review risk assessments annually before the commencement of the season – or more frequently where there are any changes.
 - To report any items arising from risk assessments to the Junior Manager as they arise for items needing immediate attention.
 - To consider the needs of our students, all of whom are under 18, in all risk assessments.

Risk Assessment Procedures:

Risk Assessments are carried out by the Head of Welfare 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 the Course Office on all sites.

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 course office with the risk assessments.

Reviewed October 2018

Next review October 2019

Reviewed November 2019

Next review November 2020