

## **RISK ASSESMENT POLICY 2020/2021**

**Risk assessments are carried out for all students, staff and everyone involved with LanguageUK. Specific considerations are considered for students under 18 and risk assessments are drawn up and/or amended as required.**

Risk assessments are carried out for all events and situations that might pose a possible risk for staff and/or students.

These include:

- travelling to and from school
- social programme evening activities and social programme Saturday excursions
- class outings led by a teacher
- students' free time outside school
- student accommodation
- afternoon and evening activities
- weekend excursions

Risk assessments are also carried out for:

- school residential properties (18+)
- covid-19 risk for residential
- fire risk residential
- school grounds
- Emergency response and crisis management
- E-safeguarding risk assessment
- Health and safety risk assessment
- Homestay providers covid-19
- LanguageUK re-opening risk
- Prevent risk
- Risk assessments have primarily been undertaken by our Welfare and Safeguarding department.
- All risk assessments are located on One Drive in the Risk Assessment Folder or in hard copy in the administration office.
- The risk assessments are immediately updated when changes occur and reviewed annually by the Welfare and Safeguarding Department.
- Any action which may be required to remove, or control risks is approved by the Vice Principal and implemented by the Welfare and Safeguarding Department.
- The Vice Principal is responsible for checking that the implemented actions have removed or reduced the risks.

### **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**

**Reviewed October 2020**

**Next Review October 2021**