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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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**Policy Statement**

This policy sets out how St. Andrew’s College Cambridge and Select English identify and manage risks on and off site that may affect the health and safety of staff, students, visitors or contractors in accordance with  the requirements of the Health and Safety at Work Act 1974 and the more specific duties  contained within the Management of Health and Safety at Work Regulations 1999.

**AIMS**

1. To provide a safe and healthy working environment for staff, students and visitors.

2. To comply with the requirements of Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999.

3. To ensure risk assessments are conducted for all buildings and relevant activities of the college.

4. To ensure any risks are identified and either eradicated or minimalized.

**DEFINITIONS**

A Risk Assessment is a careful analysis of what, in your work, could cause harm to people, so it can be weighed up whether current precautions are enough or whether further measures should be taken to prevent harm

A hazard is anything that may cause harm, e.g. electricity, fire, chemicals, working at height, slippery steps, etc

A risk is the chance, high or low, of that someone could be harmed, and an indication of what that harm could be and how severe.

A Risk Rating is the overall judgement of the level of risk arising from the hazard and the likelihood of that occurring. Low, medium or High.

A suitable and sufficient risk assessment is an assessment that is proportionate to the risk and ensures all relevant hazards have been assessed and addressed, complying with statutory requirements, considering existing control measures and identifying any further necessary or advisable precautions or actions.

**RESPONSIBILITIES OF STAFF**

St.Andrew’s College Cambridge and Select English are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Employees are responsible for assisting and complying with findings or actions listed in relevant risk assessments.

The Directors and the Deputy Director are responsible for ensuring that risk assessments are undertaken on the halls of residence, college buildings and third-party sites. These will be done by Akeva Safety Solutions.

The Deputy Director is responsible for ensuring all residence risk assessments are communicated to the Directors and House Managers.

The Executive Manager is responsible for preparing a portfolio of risk assessments for summer courses. The Social Organisers are then responsible for completing and updating risk assessments for summer course activities.

The Welfare Officer is responsible for checking that risk assessments are completed for all summer course activities.

The Principal is responsible for signing off all risk assessments conducted by Akeva Safety Solutions .

**PRINCIPLES OF RISK ASSESSMENT**

* Identify the hazard, e.g. tripping hazards, fire, chemicals, electricity.
* Decide who could be harmed, e.g. staff, contractors, students, visitors. Particularly consider groups or individuals that could be at greater risk e.g. those with disabilities.
* Staff have a responsibility to report to their line manager any temporary or permanent disability or health condition which would mean they were at greater risk.
* Evaluate the risk arising from the hazard and list existing precautions, consider whether existing precautions are sufficient, or should further precautions be taken.
* Even after all precautions have been taken, usually some risk remains. Consider that all legal requirements are met, e.g. statutory fire regulations, statutory inspections of equipment, relevant training provided. Decide whether the risk that remains is high, medium or low.
* Record findings using the risk assessment form.
* List the hazard found, who may be harmed, how may they be harmed, what actions are already in place, what further action needs to be taken, by when and by whom, and your evaluation of the risk.
* Review assessment and revise if necessary.
* A date should be set for review, e.g. 3 monthly, 6 monthly, annually. Assessment would need to be revisited before the review date if, for example, there are any changes to structure, activities or introduction of new equipment if this would introduce significant new hazards. For example, any activity or change, that would require the fire risk assessment to be reviewed and updated.

**Date of next review: August 2021**