OneSchool Global

Risk Assessment

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Risk Assessment Policy

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1. Policy Statement

OSG UK Biggleswade Campus is committed to ensuring the safety and welfare of all stakeholders to support effective, high-quality education. Accidents and injuries can affect lives, reputation, and resources, so the Campus prioritises prevention through proactive risk assessments rather than reacting after incidents occur..

2. Purpose

At OSG UK Biggleswade Campus, we are committed to providing a safe environment for all members of the community. This policy sets out our proactive approach to managing risks and minimising the likelihood of harm due to negligence, oversight, or insufficient planning. Its purpose is to ensure all stakeholders are aware of potential risks and the actions required to mitigate them.

3. Scope

This policy applies to all stakeholders, as safety is everyone's responsibility. The Campus Principal and Campus Premises Manager are accountable for ensuring risk assessments are conducted, though the practical process may be delegated to Subject or Phase Leaders, specialist teachers, or class teachers.

The Campus implements this policy by following the procedures outlined in this document. It should be read alongside the Health and Safety Policy, Health & Safety Standards for OSG UK Campuses, and the Safeguarding Policy.

4. Definitions

For the purposes of this Policy, the following definitions apply.

Term	Definition
Child / children	For the purpose of this policy, this means all students at the Campus
Hazard	Something with the potential to cause harm e.g., fire
HSE	Health & Safety Executive
Risk	Evaluation of the likelihood of the hazard occurring
Risk assessment	A tool for conducting a formal review of the harm or hazard to individuals that could result from a particular activity or situation
Risk control	Measures put in place to minimise risk e.g. fire alarms and fire practices

5. Policy Statement

OSG UK Biggleswade Campus is committed to ensuring the safety and welfare of all stakeholders to support high-quality education. Recognising that accidents can affect lives, reputation, and costs, the Campus prioritises prevention through effective risk management.

The Campus will ensure that:

- Risk assessments are completed, recorded, and regularly reviewed.
- Control measures are implemented and followed.
- Staff and volunteers are informed, trained, and instructed as needed.
- Incidents prompt a review of relevant assessments.
- Ongoing monitoring and training support a safe learning environment.
- Risk assessments are carried out with the intention of ensuring the safety, as far as is reasonable possible, of those working, studying, or visiting the Campus.

5.1 Risk assessments are carried out as follows:

5.1.1 Health and Safety related to the buildings and premises

Site safety, site hazards, equipment, employees working at height, asbestos, storage and the use of hazardous substances, legionella, gas and electricity safety, public rights of way, events held at the Campus e.g., end of term concerts.

5.1.2 Matters relating to children's welfare and safeguarding.

Children with medical needs and/or disabilities, prevent duty, bullying, supervision of visitors coming onto the site without a specific DBS check.

5.1.3 Recruitment-related issues.

Late DBS checks and new staff, lone working, new or expectant mothers, individuals with known health issues or disabilities.

5.1.4 Lesson activities.

Education trips or visits off site including Geography field trip, visits to a local museum, practical activities in Science, Design Technology including cooking, and PE/sports events and activities including swimming and Sports Days.

6. Procedures

6.1 Model and Generic Risk Assessments

Model and Generic Risk Assessments can be useful, but they should be checked by to ensure that they are suitable for their area/activity.

Model and Generic Risk assessments are available in the Online Health and Safety Platform (Donesafe) under *Documents* >> *Operations* >> *Generic Risk Assessments*. Key staff (system users) have access to these documents, which are partially completed and must be adapted by a competent person, **i.e.** *Campus Premises Manager*.

This includes reviewing and contextualising the listed generic hazards, risks, and control measures, adding any site-specific items, and completing details such as the Campus name, assessor(s), and date of assessment.
Risk assessments must be completed and authorised by the relevant line manager before any activity begins.
Copies should be circulated to all involved parties, with the circulation list completed, signed and uploaded/stored in the online Health and Safety Platform (Donesafe) under Documents >> Document Library, and additional copies retained by the activity leader, trip or event coordinator, or subject teacher as needed.
Findings should be recorded in the 'Further Risks' section for evaluation and inclusion during the review process.

6.2 Carrying out a risk assessment

At the Campus, risk assessments must be carried out using the model risk assessment form (Appendix1), which has been developed by the OSG UK competent person in collaboration with the appointed Health and Safety Consultants.

This process follows the principles and guidance outlined in the Health and Safety Policy and HSE guidance/recommendations.

It ensures that hazards are systematically identified, risks are evaluated, and appropriate control measures are implemented, monitored, and reviewed to maintain a safe environment for students, staff, visitors, and contractors.

6.3 Risk Assessments are carried out by

- Camous Premises Manager.
- Health and Safety CA.
- Campus Principal or designated member of staff.
- Specialist teacher of Science, Design Technology, PE/Sport, Art, Food Tech.
- Education trip/visit leader.
- Event Coordinator.

6.4 How to complete a Risk Assessment.

Risk assessments must be completed using the OSG UK standard form (Appendix 1), with guidance provided in Appendix 2. When conducting a risk assessment, it is important to understand two key terms:

- **Hazard:** anything with the potential to cause harm.
- **Risk:** the likelihood of harm occurring and the severity of its consequences.

While hazards cannot always be eliminated, the risks they pose can be controlled or reduced through well-planned working practices.

Step 1 – considering the activities.

Identify the areas, processes, and activities for which you are responsible, and determine which require a risk assessment. Risk assessments must be completed for all activities that could result in significant injury or ill health, as well as for all working areas.
Examples include:

- Student activities
- Campus visits, educational trips, and excursions
- Special events (e.g., non-VC days, sports days)
- Science labs, offices, D&T workshops, Food Technology rooms, Art rooms, etc.
- Lone working
- Work-specific activities
- Overseas travel and work
- Emergency situations (e.g., fires, floods property damage, security breaches, spillages).

Step 2 - Area or activity to be assessed.

Once the areas, activities, or processes have been identified, the assessor should carefully consider each one by asking the following questions:

- What is the area used for, and what activities take place there?
- When do the activities occur, during normal working hours, or in varying weather conditions?
- What other activities take place at the same time?
- How is the work or activity carried out?
- Does the process involve hazardous machinery, materials, chemicals, or young people?
- Is the floor in good condition?
- Is there adequate lighting, space, and ventilation?
- Are existing risk assessments or work manuals available for reference?
- What experience or qualifications do the staff or students undertaking the activity have?
- Is there a history of related accidents or incidents?

Step 3 - Determine the hazards.

The assessor should identify the significant hazards present. Consulting with others who work in the area or are involved in the activity is an effective way to gather relevant information.

Step 4 - Who might be harmed?

The people who might be harmed should be considered. The main people who need to be considered are, students, employees / staff, volunteers, contractors, visitors, and members of the public.

Step 5 – What kind of controls should be in place?

Record any existing control measures already in place.
For new activities at OneSchool Global Biggleswade Campus, the assessor must consider how the task will be carried out and identify potential risks.

- **Low-risk curriculum activities** typically include practical lessons where students receive safety briefings and use protective equipment, such as goggles or lab coats during science experiments, while following instructions.
- **Medium-risk activities**, such as field trips or visits to museums, require careful planning and completion of all relevant documentation in line with the Health and Safety Policy. Specialist PE or sports activities, on- or off-site, should be led by qualified instructors.
- **High-risk activities** such as skiing, water sports, or overseas residential trips are not undertaken by the Campus.

Step 6 – What kind of further controls are required?

After identifying existing controls, the assessor should determine any additional measures or actions needed to further reduce risk. In some cases, this may include training, supervision, or monitoring to ensure the activity is carried out safely.

Once all controls are in place, the assessor should then evaluate their effectiveness in lowering the risk and consider whether further actions are required to reduce the risk to as low as reasonably practicable. Consider relevant HSE and professional guidance.

Step 7 - Priority of action

If additional controls or actions are required, they should be prioritised and assigned to a responsible person for implementation, with completion dates recorded to ensure review. The most serious risks should be addressed first, considering:

- How many people might be affected by the risk?
- Is it safe for the activity to continue without the additional control in place?
- Can quick or temporary solutions be implemented as an interim measure?

The higher the risk, the more robust and reliable the controls must be.

Step 8 – Approve risk assessments.

Risk assessments must be approved by the relevant senior manager or governor for the area of risk. Ultimately all risk is held by OSG UK as the Proprietor or their delegated authority.

Risk type	Delegated approver
Health & Safety	Campus Principal / Health & Safety CA
Safeguarding	Campus Principal / Safeguarding CA
Teaching & Learning	Campus Principal

Step 9 – Review assessments.

Risk assessments must be reviewed regularly, generally once a year, and more frequently when circumstances change. Reviews should take place following significant changes to working practices, such as the introduction of new machinery, equipment, or substances; employment of new staff; work involving young people; or after an accident or incident, as these may introduce new hazards. Amendments are required only for significant changes, not minor ones.

Risk assessments must also be reviewed in response to serious incidents occurring either within the Campus or across OneSchool Global.

Step 10 - Record findings.

Use the OneSchool Global UK standard risk assessment form (Appendix 1), ensuring it is fully completed to demonstrate that appropriate checks have been carried out.

Records must be retained for future reference, such as in the event of legal proceedings or inspections. Risk assessments should be kept for a minimum of three years to provide evidence that risks were properly assessed and managed.

7. Risk Assessment Log.

The log of OneSchool Global Campus risk assessments will be maintained in Donesafe and managed locally by the Premises Manager, Health and Safety CA, and Campus Principal.

OneSchool Global UK's appointed Health and Safety Consultants will conduct audits of these arrangements, providing feedback and recommending any necessary improvement actions to ensure ongoing compliance and safety.

8. Communication of Risk Assessments.

The results of risk assessments must be communicated to all relevant groups and individuals to ensure they understand their responsibilities for working safely. Communication methods may include:

- Providing access to risk assessments.
- Standard Operating Procedures (SOPs).
- Safety signage (e.g., "Wear your PPE").
- Toolbox talks, staff briefings, induction, and refresher training.
- Circulation lists attached to the final page of the risk assessment, ensuring the document is available for staff to read, consult, and comment on. Circulation lists also serve as evidence that the assessment has been distributed, read, and understood by those involved in the activity or task.

9. Suitable and sufficient

A suitable and sufficient risk assessment process should:

- Cover the hazards and significant risks associated with all work activities.
- Be systematic in identifying hazards.
- Take into account current legislation, OSG requirements, and best practice.
- Include risks to both health and safety.
- Consider risks to students, staff, volunteers, visitors, and contractors.
- Identify groups who may be at particular risk, such as young or inexperienced persons, expectant mothers, new visitors, or individuals with disabilities or health conditions.
- Be completed before work or activities commence and reviewed regularly in light of experience.
- Be applied during the design phase of new buildings to eliminate potential hazards.
- Be communicated to all individuals who may be exposed to risks, ensuring they understand how to work safely and avoid harm.

10. Specific Risk Assessments

In addition to general risk assessments, the Management of Health and Safety at Work Regulations require OSG UK to conduct specific assessments.
Accordingly, each OSG UK Campus coordinates with external health and safety consultants to carry out these specialised assessments, including fire risk assessments for all individual facilities.

- Dangerous and Hazardous Substances (See COSHH Policy),
- Manual handling and lifting.
- Noise, where noise exceeds 80db.
- Radiation

The OSGUK Campus also appoints contractors under framework agreement to carry out checks, safety inspections, and maintenance on the following areas:

- Gas, and Electricity.
- Fire systems, Security systems and equipment.
- Catering and Food Technology Equipment.
- Lifts - Passenger / goods.
- Local Exhaust Ventilation Systems (LEV).
- Design and Technology Equipment (D&T).
- Physical Education & and Play Equipment.
- Automated systems such as Gates and shutters, etc.
- Water Systems.

Under specific circumstances, OSGUK staff are deemed competent for carrying risk assessments, as part of their role, such as:

- Display screen equipment (DSE) - this is carried out by Human Resources.
- For those with Special Needs or Required Care.
- Personal Emergency Evacuation Plans.
- Campus visits and school trips - this is carried by the education trip/visit leader.
- Campus activity/event – Health & Safety Officer / Premises Manager / Event Coordinator.
- Areas of higher risk, such as: D&T, Science, Food Tech, Art, and PE/Sport. (In order to achieve competence, these areas receive additional training from designated specialist associations such as CLEAPS, DATA, AfPE, etc.)

11. RECORDING OF RISK ASSESSMENTS

All risk assessments must be reviewed and recorded whenever major structural work is planned or following an accident.

The Health & Safety Standards for OSGUK Campuses outlines the arrangements for regular audits of the school's facilities, machinery, and equipment, as well as procedures for catering, cleaning, and water hygiene - Legionella.

12. STAFF TRAINING

All staff receive an introduction to the Campus health and safety procedures and in line with their specific roles. Specialist training is provided where required. Staff are responsible for taking reasonable care of their own safety, as well as that of students and visitors, and for cooperating with the Campus Principal and the CA Team to ensure compliance with health and safety obligations. Any identified risks must be reported to the Campus Principal in the first instance or via Donesafe – Hazards/Corrective Actions.

12.1 System for Monitoring and Evaluation Effectiveness

The effectiveness of risk management procedures is reviewed regularly by the Campus Principal, with any concerns reported to the CA Team. Updates and improvements to risk management practices are made as needed following these reviews. As practical learning activities evolve and new equipment or procedures are introduced, new hazards may arise; therefore, all risk assessments must be reviewed **at least annually**.

13. GUIDELINES

- Health & Safety Executive 'Five Steps to Risk Assessment'

14. VERSION CONTROL

Document Code	Date	Version No.	Nature of Change
POL-UK-WHS-1	March 2019	1	-
POL-UK-WHS-2	January 2022	2	Addition of guidance and actions, areas, roles, and departments. Removal of Southalls and Safety cloud.
POL-UK-WHS-2.1	May 2022	2.1	Clarification around approval authority for risk assessments
POL-UK-WHS-3	February 2024	3	This review added clarification around: • Location of template documents to be implemented by campuses. • Review process. • Circulation of documents. Storage of records.
POL_UK_OPPs_Risk Assessment_V4	October 2025	4	Policy updated in line with the new Brand Guidelines, more concised for consistent, confident communication. Other updates were carried as follows: • Scope – changes made to accountability; removal of H&S CA with CP and Campus Premises Manager (CPM). • Added references in policy to the Health & Safety Standards for OSGUK Campuses. • Policy statement has been improved and more concise. • Removal of the reference to the H&S Officer and replaced with CPM.

Appendix 1

OSGUK Risk Assessment Form

Date: [insert date]	**Ref:** [insert]	**Review Date**: [insert date]	**Assessor:** [insert name of assessor here] **Ownership:** [insert owner info]	**OSG UK Campus:** [Campus Name Here]
Risk Assessment: [Insert the Risk Assessment Name Here]				**Persons Exposed/Affected:** [Insert who is affected / exposed here]

Ref. N°.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Further Controls Recommended	Action by Whom	Action by Date	Completed Date
1.							
2.							
3.							
4.							

FURTHER RISKS

INSERT BELOW ANY FURTHER RISKS IDENTIFIED WHILE CARRYING THE ACTIVITY/TASK

Date: [insert date]	**Ref:** [insert]	**Review Date**: [insert date]	**Assessor:** [insert name of assessor here] **Ownership:** [insert owner info]	**OSG UK Campus:** [Campus Name Here]
Risk Assessment: [Insert the Risk Assessment Name Here]				**Persons Exposed/Affected:** [Insert who is affected / exposed here]

Ref. N°.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Further Controls Recommended	Action by Whom	Action by Date	Completed Date
FR - 1							
FR - 2							
FR - 3							

Circulation List

Name (CAPITALS)	Job Title (CAPITALS)	Signature	Date	*By ticking box ☑ below you confirm that you have read and understood the document.*
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Appendix 2

How to Complete the Risk Assessment Form

Begin by gathering all relevant information on the risks and hazards associated with the task being assessed. Use the risk assessment form to guide the process and to create a written record of your findings. The first section of the form should record the assessment date, review date, task description, department or area, and the individuals who may be exposed to the identified hazards.

Section A – Initial steps of the Risk Assessment process

In this section, identify the hazards associated with the activity. Consultation with those working in the area or involved in the activity is essential, as is reviewing any relevant documentation such as procedures, policies, equipment manuals, and information on services used (e.g., electricity, gas).
Once hazards are identified, determine who may be at risk, how they might be harmed, and what control measures are already in place or can be implemented to eliminate or reduce the risk to an acceptable level. Examples are provided in **Table 1** below.

	Hazard	Persons at Risk and How They Might be Harmed	Control Measures
Table 1	Using computer workstations incorrectly	Staff, students, volunteers, and visitors Repetitive strain injury and back injury.	Induction training / guidance given Necessary Equipment provided
	Lifting heavy files on to shelving	Staff, students, volunteers, and visitors Injury, especially to the lower back	Induction training, Equipment to access higher shelves, such as foot stool.

Section B – Further Risk and Control Measures

This section allows participants involved in the activity to record any additional risks, hazards, controls, or relevant comments related to the risk assessment. It may also be used when there is insufficient information or knowledge to fully assess a risk in the designated sections above. An example is provided in **Table 2**.

	Hazard	Persons at Risk and How They Might be Harmed	Control Measures
Table 2	Using computer workstations incorrectly	Staff, students, volunteers, and visitors Repetitive strain injury and back injury.	Carry out DSE workstation assessment. **Ergonomics:** Use of operator chairs required with fully adjusting mechanism to ensure user fits the workstation, preventing injury to upper limbs.
	Lifting heavy files on to shelving	Staff, students, volunteers, and visitors Falls and slips leading to injuries, broken bones.	Pre-use Inspection and regular condition checks to ensure the equipment is safe to be used and it is not damaged or deteriorated. Daily-checks and monthly-checks to be carried. Damaged equipment must be taken out of use and reported to CPM on Donesafe

In some cases, it may not be possible to reduce a risk to an entirely acceptable level. Such risks may be tolerated only if staff are fully informed of the residual risk and the protective measures in place. However, no activity should proceed where the residual risk remains unacceptably high.
The person responsible for carrying out or implementing the additional control measures completes the last two columns in section B, which includes the ‘action by’ and completion ‘date’. An example is given in **Table 3** below.

	Action by	Date
Table 1	Peter – Science teacher	Staff, students, volunteers, and visitors Repetitive strain injury and back injury.
	John Smith – Premises Manager	Staff, students, volunteers, and visitors Injury, especially to the lower back