



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:
 - Classroom activities such as mingling; role playing; running dictations
 - Afternoon and evening activities in on site, including sports events
 - Full-day and part-day excursions
- To carry out risk assessments for classrooms and all other rooms in the school frequently in use by students and staff.
- To carry out risk assessments on accommodation in use by ESC students and staff.
- To review risk assessments annually before the commencement of the Summer Centre – or more frequently where there are any changes.
- To report any items arising from risk assessments to the Centre Manager and the Host School contact as they arise for items needing immediate attention.
- To consider the particular needs of our students, all of whom are under 18, in all risk assessments.

Risk Assessment Procedures

Risk Assessments are carried out by the **Welfare & Student Services Manager** for residential sites, and the **Centre Manager** for Wimbledon prior to the start of the course. Any risk assessments associated with the organisation of the Social Activities are undertaken in collaboration with the **Social Activities Manager** at residential sites and the **Excursions & Activities Manager** in Wimbledon.

Findings of the risk assessments are reported to the Centre Manager and the Host School contact. Action required to remove/control risks will be approved by the Centre Manager and where required the Host School contact.

Copies of all other Risk Assessments are stored in the Course Office on site.

All Summer Centre 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. The Centre Manager has overall responsibility to ensure that this is done.