

POLICY ON RISK ASSESSMENTS

Studio Cambridge recognises that risk assessment is one of the cornerstones of good health and safety management. It makes a significant contribution to promoting welfare and reducing health & safety risks to employees, students, visitors and others who may be affected. Every person within the Company has a significant contribution to make to ensure that health and safety standards are maintained and that risk levels are reduced.

Studio Cambridge carries out comprehensive risk assessments for all potentially hazardous activities and situations, regularly reviews them, and implements the controls necessary to reduce the risks to an acceptable level. Training and guidance to employees on how to complete risk assessments is provided, following the principles of prevention by aiming to:- eliminate the hazard at source or reducing the hazard, preventing contact with the hazard, and implementing safe systems of work.

Aims

That all members of Studio Cambridge staff do everything reasonably practicable to protect the safety, health and welfare of all involved with the Company.

Procedures

- Risk assessments are carried out and kept permanently on file for all areas identified for the Company's day to day business activities.
- All such risk assessments are documented for on-going use and are reviewed at least once a year, with new control measures implemented where needed.
- If there is a significant change to activity or equipment being used, risk assessments will be immediately reviewed and updated, and control measures will be implemented.
- At the review stage, an updated document is sometimes created and used as a work in progress document. Once all risks are identified and controlled, they will be added to the generic risk assessment documents.

YEAR-ROUND BUILDINGS AND RESIDENCE				
Name of risk assessment	Who is responsible for risk assessment(s)	What risk assessment is used for	How risk assessment is produced and managed	How do we ensure adults are using them and important key information is being passed on to students
Main School Buildings Risk Assessment and Update	Facilities Manager	Ensuring the use of the buildings is safe for all staff, students and visitors	RA has existed for many years and is reviewed annually with the Managing Director	The Facilities Manager reviews the RA annually, or if there is an incident. If there are any new potential risks, procedures will be put in place to minimise these, and relevant staff will be informed of the situation.
Main School Fire Risk Assessment and Update	Facilities Manager	Ensuring everything is done to prevent a fire and safety procedures are in place in the event of a fire	RA has existed for many years and is reviewed annually with the Managing Director	The Facilities Manager reviews the RA annually, or if there is a fire. If there are any new potential risks, procedures will be put in place to minimise these, and relevant staff will be informed of the situation.

Main School Kitchen and Café Risk Assessment	Facilities Manager	Minimising the risk of any issues occurring within the school kitchen or cafe	RA has existed for many years and is reviewed annually with the Managing Director	All catering staff are trained in safety within the kitchen. They are shown the risk assessment and aware of the controls in place used to minimise risks. Catering staff are asked to inform facilities manager if additional risks are identified.
Main School Cleaning Risk Assessment	Facilities Manager	Minimising the risks associated with cleaning and the presence of cleaning products	RA has existed for many years and is reviewed annually with the Managing Director	Cleaning staff are trained in the safety measures required.
Main School Garden and Marquee Risk Assessment	Facilities Manager	Ensuring the use of the marquee is safe	RA has existed for many years and is reviewed annually with the Managing Director	Relevant catering staff are informed of measures required to be taken for safety. Staff informed of any additional information as needed.
Tripos Court Risk Assessment	Facilities Manager	Ensuring there is minimal risk to students	RA has existed for many years and is reviewed annually with the Managing Director	Relevant information passed on to students via signage within the residence. Any additional information passed on to students directly via the Accommodation team.
Risk Assessment for Emergency Response and Action Plan	Critical Incident Team (CIT) - RM, NK, LE, RE	Ensuring that in the event of a large-scale emergency, the situation is handled with as minimal risk to students, staff and visitors as possible	RA has existed for many years and is reviewed annually by the CIT	Training is provided for relevant staff.

SOCIAL PROGRAMME AND FREE TIME RISK ASSESSMENTS

Name of risk assessment	Who is responsible for risk assessment(s)	What risk assessment is used for	How risk assessment is produced and managed	How do we ensure adults are using them and important key information is being passed on to students
Activities Risk Assessments	Safeguarding Group	Ensuring activities are as risk-free as possible	RA is created by person wanting to run the activity, then approved by a member of the Safeguarding Group.	A risk assessment is provided at the beginning of each activity. The member of staff leading the activity reads the RA, and whilst leading the activity, makes notes of any additional risks they encounter. If there are any changes, the RA is passed on to a member of the Safeguarding Group for updating.
Excursions Risk Assessments	Safeguarding Group	Ensuring excursions are as risk-free as possible	RA is created before an excursion to that destination	A risk assessment is provided at the beginning of the excursion. The member of staff leading the excursion reads the RA, and whilst leading the excursions, makes notes of any additional risks they encounter. If there are any changes, the RA is passed on to a member of the Safeguarding Group for updating.
Cambridge Free Time Risk Assessment	Safeguarding Group	Ensuring students (over a certain age) having free time in Cambridge is deemed safe	RA has existed for many years and is reviewed annually	Any information that needs to be passed on is done through the student handbook or via staff training.
London Free Time Risk Assessment	Safeguarding Group	Ensuring students (over a certain age) having free time in London is deemed safe	RA has existed for many years and is reviewed annually	Any information that needs to be passed on is done through the student handbook or via staff training.

CARE OF UNDER 18s AND VULNERABLE STUDENTS RISK ASSESSMENTS

Name of risk assessment	Who is responsible for risk assessment(s)	What risk assessment is used for	How risk assessment is produced and managed	How do we ensure adults are using them and important key information is being passed on to students
Risk Assessment for Juniors and Adults Sharing Premises	Safeguarding Group	Minimising the risks to both junior and adult students of them using the same premises	RA has existed for many years and is reviewed annually	Relevant staff are provided with the information required
Risk Assessment for Travelling to Cambridge Independently	Safeguarding Group	Minimising the risks for students aged 16 and 17 who choose to travel to Cambridge independently	RA has existed for many years and is reviewed annually	Parents and students are encouraged to book our airport transfers but given information on the risks of travelling alone if they choose not to by the sales team
Risk Assessment for Prevent Duty	Prevent Officer	Minimising the chances of a student becoming radicalised whilst at Studio	RA has existed for many years and is reviewed annually	All staff are made aware of Prevent through the Basic Awareness Safeguarding Training they receive
Risk Assessment for Juniors in Private Accommodation	Safeguarding Group	Minimising the risk to students staying in accommodation not provided by Studio	RA has existed for many years and is reviewed annually	Relevant staff are trained in procedures for students in private accommodation.
Risk Assessment for Rules for Juniors	Safeguarding Group	Minimising risks to juniors through the use of rules	RA has existed for many years and is reviewed annually	All relevant staff and homestay hosts are informed of rules and procedures to adhere to if rules are not followed
Risk Assessment Form for Under 18s or Vulnerable Adults in School	Safeguarding Group	This is a live document form that can be used by any member of staff if they have a concern about a particular student	The form is completed by the member of staff with support from a manager if required, especially regarding controls that may need to be put in place	If a member of staff raises a relevant concern about a student, they are given this form to complete alongside a manager or member of the Safeguarding Group. Relevant staff will be informed about any controls that need to be put into place.
Risk Assessment Form for Under 18s going into Adult classes	Safeguarding Group	Assessing the risk of placing a student under the age of 16 into a class with students over the age of 17.	RA is completed by the person who is considering moving the student into a class with adults in. Once completed, it is passed on to the Safeguarding Group.	Relevant staff are aware of the form, and if a student is moved into an adult class, relevant staff are informed of the controls required to minimise risk.

Risk Assessment Form for Staff Starting Without a DBS Check Completed	Safeguarding Group	Minimising the risk of using staff who's DBS check hasn't yet come through	The form is completed by the hiring manager who wants the member of staff to start work before their DBS check has come through	Hiring staff are aware of the form and relevant staff are informed of any controls that need to be put in place
Risk Assessment Form for SG Students Wanting to Join Activities With Other Students	Safeguarding Group	Minimising risks to juniors in the event that we allow them to attend an activity for adult students	This form is completed by the person who thinks the student might benefit from participating in the activity	Any relevant staff are informed of the situation and the safety measures that must be followed

Additionally, risk assessments from relevant service providers are requested and checked each year.

SUMMER CAMP RISK ASSESSMENTS				
Name of risk assessment	Who is responsible for risk assessment(s)	What risk assessment is used for	How risk assessment is produced and managed	How do we ensure adults are using them and important key information is being passed on to students
Risk Assessments for Residences	Safeguarding Group	Ensuring that summer camp residences are safe for our staff and students' use	The risk assessments are created based on the facility providers' own RAs as well as our own review of the residences. Course Directors check the RAs before the start of the camp to ensure there are no additional new risks to those already in the documents.	CDs are asked to check RAs as part of their training. Other staff are informed of controls or safety measures required during staff training.
Risk Assessments for Course Centres	Safeguarding Group	Ensuring that summer camp course centres are safe for our staff and students' use	The risk assessments are created based on the facility providers' own RAs as well as our own review of the course centre. Course Directors check the RAs before the start of the camp to ensure there are no additional new risks to those already in the documents.	CDs are asked to check RAs as part of their training. Other staff are informed of controls or safety measures required during staff training.

OTHER RISK ASSESSMENTS				
Name of risk assessment	Who is responsible for risk assessment(s)	What risk assessment is used for	How risk assessment is produced and managed	How do we ensure adults are using them and important key information is being passed on to students
First Aid Risk Assessment	Safeguarding Group	Ensuring that our first aid procedures are robust	RA has existed for many years and is reviewed annually	Any information that needs to be passed on is done through staff training.

Reviewed: Jan 2021 by RM, LE, RE & MD

Next review due: Jan 2022