



RISK ASSESSMENT PROCESS

Our operations (teaching and organising activities) are generally low risk activities. However, there are always risks. Risks to students, staff and visitors at OXSS Centres are managed at 3 points:

1. Planning before an event, which will also include recruitment and induction and ongoing training of staff. It is acknowledging circumstances can change and affect the confidence of any planning, sometimes up to the time of the event. The planning will take into account any 3rd party risk assessments which are available for example from the attraction of location visited.
2. Knowing how to respond during an event
3. Feedback after an event which is fed back into planning for the next occasion and for any future events

PROCESS AIMS

Our aim in producing this risk assessment (following guidance from the HSE) is to:

- Identify hazards (anything that may cause harm)
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record any significant findings
- Review the assessment and update if necessary

The key aim of this risk assessment is to either eliminate the hazard or if this is not possible to control the risks so that harm is unlikely (the risk is **LOW**)

We categorize risks and the likelihood of risk deciding if:

the severity of harm is:	the likelihood of harm is:	The risk is	Likelihood of harm					
1. Negligible	1. Very unlikely	1. Low	Severity	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
2. Slight	2. Unlikely	2. Medium	Negligible	1	2	3	4	5
3. Moderate	3. Fairly likely	3. High	Slight	2	4	6	8	10
4. Severe	4. Likely		Moderate	3	6	9	12	15
5. Very severe	5. Very likely		Severe	4	8	12	16	20
			Very severe	5	10	15	20	25

PROCESS

Staff taking students on excursions / trips etc (away from the course site) will be expected to have read:

- 1.1 Risk Assessment for All Educational Visits
- 1.2 Risk Assessment for Travel
- 1.3 Risk Assessment for visits to Large Cities (if appropriate) – not currently required

In addition, staff will be expected to have read any of the following RAs which are relevant. These consider more specific risks, which are relevant will be indicated by the Residential Manager

Risk Assessment for the type of Activity:

- 2.1 Castles / Historic Sites / Monuments / Shrines etc – not currently required
- 2.2 Cinemas / Theatres / Museums / Visitors Centres / Attractions
- 2.3 Coasts / Rivers – not currently required
- 2.4 Discos or shows onsite
- 2.5 Sports onsite
- 2.6 Swimming Pools – not currently required

- 2.7 Theme Parks / Amusement Parks – not currently required
- 2.8 Travel by Coach / Public Service Bus / Hired Minibus including driver – pending
- 2.9 Travel by Rail (train or underground) – not currently required
- 2.10 Travel on Foot (town or countryside)

Additionally, the Residential Manager / Entertainment team members will have read and be familiar with Risk Assessments for:

- 3. Unscheduled Activity by Residential Manager
- 4. External Rented Facilities (usually the location where the Course is based)
- 5. Over 18's in Residential Accommodation

The Residential Manager / Course Office will also have a risk assessment for the particular location either from the location / centre itself or our own risk assessment if not available.

All staff (including those on visits) are expected to review Risk Assessments for activities or excursions and contribute to the review of them.