

The British International School Istanbul Risk Assessment Policy

The purpose of this policy is to ensure that risks to health and safety are controlled wherever possible through the use of risk assessments. These should be reviewed on a regular basis and cover all identified risks to our students, our staff, our buildings and our grounds, in our daily routine and at all school events.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk control measures are the measures and procedures that are in place in order to minimise the consequences of identified risk (e.g. staff training, clear work procedures, smoke/heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk Assessments are conducted by the SLT, Pre and Primary Campus Coordinators, the Campus Manager, members of the Science Department in the case of risk assessments for science practical work (see Science Department Handbook for details, template in Appendix 1), members of the PE department in the case of risk assessments for sporting activities, all teachers taking students on a trip whether local or overseas. The risk assessment and associated control measures should be shared with all staff and voluntary helpers as appropriate to the activity or situation.

Risk assessments should be obtained and utilised from individuals, groups and organisations who visit the campus and relevant information about students should be shared with them, as appropriate, to ensure safety and welfare.

There are two main types of risk assessment: generic and specific.

Generic risk assessments should be completed for hazards or activities that are common throughout the school.

Specific risk assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. In some cases risk assessments for individual students may be established, as appropriate, and shared with staff and parents as appropriate.

The essential steps that are taken in order to comply with this policy are:-

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing risk control measures are adequate.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Consider students, staff and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning staff, contractors or parents. Or when beyond the School, members of the public.

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:

- Avoid the hazard – whether the hazard can be avoided or altered to reduce the likelihood or risk
- Substitute or replace the hazard
- Procedural controls – whether the procedure can be altered to avoid or reduce the risk, the individual be removed/distanced from the risk or the activity be carried out at a time that would have a lesser impact on others
- Child management – make sure that the staff are aware of each child's needs
- Setting management – such as the monitoring of exits and entrances
- Additional equipment/staff – whether a lifting device or an additional person can be utilised to avoid or reduce the risk
- Personal Protective Equipment – consider the value of using such things as gloves, safety goggles etc
- Emergency procedures – have contingencies in the event of emergencies, eg drills, CAPs etc

The SLT will monitor the control measures to ensure that they are effective and implemented correctly.

Staff responsible for taking children off site must carry out a risk assessment. Before it can take place the activity must be authorised (See Trips Policy).

The Campus Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Food safety

- Water safety
- Electrical safety
- Gas safety (kitchens, heating system & science labs)

Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the SLT. Finally, all members of staff are responsible for reporting any risks or defects to the SLT or Campus Manager.

Appendix 1: Risk Assessment Template

GENERIC RISK ASSESSMENT		
Location:	Assessment by:	Date:
Review Date:	Approved by:	Date:

Who is at Risk?	Initial Risk Rating <small>high/medium/low</small>	Normal Control Measures <i>(Brief description and/or reference to source of information)</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local/individual circumstances)</i>	Residual Risk Rating <small>high/medium/low</small>
			In Place	Adequate		
Topic :		Activity Description:				
DATE OF REVIEW:	REVIEWED BY:	Comments/Recommendations:				