

Risk Assessment Policy

Table of changes

Date	Version	Summary of Amendments	Author
2 May 2024	1	n/a	JC

Statement

SEE is committed to providing a safe environment for all students. This policy is intended as a guide for staff when assessing the risks of a site or a proposed activity and deciding on the appropriate control measures to create a safe environment.

Definitions

“hazard”: something with the potential to cause harm

“risk”: the chance of a hazard harming someone, and the likely severity of the harm

“control measures”: mechanisms put in place to mitigate the risk

Roles and responsibilities

Director

The director is responsible for the identification of risks, their assessment and the implementation of any control mechanisms. She can delegate these tasks ad hoc to a member of staff who is better acquainted with the situation to be assessed, for example a staff member taking students on a trip he / she has arranged.

The director must arrange for suitable training for those members of staff who carry out risk assessments.

The director will make this policy available to all members of staff.

Staff

Staff members must carry out risk assessments in accordance with this policy when prompted to do so and adopt all recommended control measures for their activities.

Date: 2 May 2024

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If staff identify a new risk, they must bring this to the attention of the director who can then arrange for an assessment.

Staff must be prepared to undergo risk management training when asked to do so.

Requirement for written risk assessments

SEE will adopt a common-sense approach. It is recognised that not all risks require a formal risk assessment. Complex risks and risks with a higher potential for harm must be assessed in writing.

Recurring activities can be based on one risk assessment. The risk assessor has to review the assessment if and when changes occur, or gaps manifest themselves.

Specific areas of risk

SEE identifies the following risk (non-exhaustive):

- Safeguarding and student welfare
- Staff recruitment
- Trips
- Host families and their home

These are covered by specific policies and / or risk assessments.

The process of conducting a risk assessment

The five essential steps of conducting a risk assessment are set out below.

Step 1: Identify hazards

Hazards are best identified through visual inspection of the area in which the proposed activity is to take place. The assessor should put himself in the place of a non-trained participant and consider which danger would typically be encountered.

Typical risks can be:

- Slipping and tripping hazards, e.g. poorly maintained floors or stairs

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- Fire, e.g. from flammable materials
- Chemicals and how they are used, and in what quantities, e.g. cleaning chemicals
- Machinery
- Electricity, e.g. poor wiring, portable appliances, electrical experiments
- Manual handling
- Noise
- General environment, e.g. poor lighting or low/high temperature
- Behaviour management including inappropriate sexual behaviour

Step 2: Decide who might be harmed and how

The risk assessor must take into account the potential impact of the activity / location on students and staff.

Step 3: Evaluate the risks and decide on control measures

The risk is evaluated in three steps. First, the assessor must consider how likely the hazard is to cause harm (probability factor). The, he /she assesses how serious the potential harm can be (severity factor). Finally, a multiplication of probability and severity factor results in the risk level. Risks levels are classed from low (acceptable) to medium (unacceptable but can be mitigated) to high (unacceptable).

The following ratings are used:

X	Probability factor	Y	Severity factor	Risk
0	Not applicable	0	Not applicable	
1	Improbable (unlikely to happen)	1	Negligible (very slight injury / no first aid)	Low – below 9 – acceptable level of risk
2	Remote (might happen some time)	2	Marginal (slight injury / minor first aid)	
3	Possible (likely to occur at some time)	3	Slightly dangerous (some injury / not serious)	Medium – 9-14 – more controls needed
4	Probable (likely to occur)	4	Dangerous (serious injury likely)	
5	Very probable (very likely to occur soon)	5	Critical (potentially fatal)	High – above 14 – stop immediately

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Where the risk assessment results in a risk factor of 9 and above, control measures must be put in place to mitigate the risk. A revised risk is then calculated with the control measure in place: has the probability of the hazard causing harm been reduced? Is the severity of the impact reduced?

Where the risk is still above level 14, the activity must be stopped or the hazardous area isolated.

Step 4: Record findings and implement them

The risk assessor records the findings in a written risk assessment and ensures that the proposed control mechanisms are implemented.

Risks assessments are kept in a digital record on Zoho.

A risk assessment template is available.

Step 5: Review

All risk assessments are reviewed on the following basis:

- When there are changes to an activity
- After a near-miss or accident
- When there are changes to the type of people involved in the activity
- If person-specific risks are involved (e.g., medical requirements of a particular student), as soon as this student joins or leaves the activity
- When there are changes to good practice
- When there are changes to related legislation
- Annually, if for no other reason

Review of Policy

This policy is reviewed annually.

Risk assessment template

The following template is used to assess risks:

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Risk Assessment:															
<i>Writer:</i>		<i>Date:</i>													
SCORING:															
X	PROBABILITY FACTOR	Y	SEVERITY FACTOR												
0	Not applicable	0	Not applicable												
1	Improbable (Unlikely to happen)	1	Negligible (Very slight injury/no first aid)												
2	Remote (May occur at some time)	2	Marginal (slight injury/minor first aid)												
3	Possible (Likely to occur at some time)	3	Slightly dangerous (some injury/not serious)												
4	Probable (Likely to occur)	4	Dangerous (serious injury likely)												
5	Very probable (Very likely to occur soon)	5	Critical (potentially fatal/death)												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td style="width: 35%;"></td> <td style="width: 30%;">RISK</td> </tr> <tr> <td></td> <td></td> <td>High – more than 14 – stop immediately</td> </tr> <tr> <td></td> <td></td> <td>Medium – 9-14 inclusive – More controls are needed</td> </tr> <tr> <td></td> <td></td> <td>Low – below 9 – acceptable level of risk</td> </tr> </table>						RISK			High – more than 14 – stop immediately			Medium – 9-14 inclusive – More controls are needed			Low – below 9 – acceptable level of risk
		RISK													
		High – more than 14 – stop immediately													
		Medium – 9-14 inclusive – More controls are needed													
		Low – below 9 – acceptable level of risk													
<p>I have ensured that the following control measures specified are in place and will be monitored. The risk has been minimised to an acceptable level. I agree with the control measures in place and will follow SEE Health and Safety, Safeguarding and related policies.</p> <p>Signed:</p>															

Risk Assessment SEE 04.02.2021 (review before 04.02.2022)

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Risk Assessment

Activity / Task	Potential hazard	If no controls in place			Agreed Control measures	Revised Risks		
		Pro babi lity 1-5	Sev erity 1-5	Risk Fact or		Pro babi lity 1-5	Sev erity 1-5	Risk Fact or
					•			
					•			
					•			
					•			
					•			

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