

# ITALIA CONTI

## Risk Assessment Policy

Approved by: Senior Leadership Team	1 <sup>st</sup> August 2022.
Reviewed by: Health & Safety Lead	13 <sup>th</sup> September 2023.
Checked by: Head of Quality Assurance & Policy Steering Group	22 <sup>nd</sup> September 2023.
Next Review	31 <sup>st</sup> August 2024.

This policy will be reviewed and approved by the Senior Leadership Team annually.

# Italia Conti

## Risk Assessment Policy

---

1) Statement of Intent.....	3
2) Aims .....	3
3) Legislation and statutory requirements.....	3
4) Definitions.....	4
5) Roles and responsibilities .....	4
5.1 The Governing Board .....	4
5.2 The Chief Executive Officer .....	4
5.3 The Chief Operating Officer (Health and Safety Officer) .....	5
5.4 Italia Conti staff and volunteers.....	5
5.5 Students .....	5
5.6 Contractors.....	5
5.7 Visitors .....	5
6) When should a risk assessment be completed? .....	5
7) The Risk Assessment process .....	6
8) Links with other policies .....	7
Appendix 1: Italia Conti Risk Assessment.....	8
Appendix 2: Statutory Risk Assessments Checklist .....	24

# Italia Conti

## Risk Assessment Policy

---

### 1) Statement of Intent

Italia Conti recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to students, and students, staff members, visitors, general public and contractors.

### 2) Aims

Italia Conti aims to ensure that:

- all risks that may cause injury or harm to staff, students and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm;
- there is a systematic procedure for suitable and systematic risk assessment throughout the organisation;
- suitable and sufficient risk assessments are conducted and reviewed on a regular basis, including external trips.
- that identified control measures are implemented to control risk so far as reasonably practicable.

### 3) Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- paragraph 16 of part 3 of The Education (Independent College Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy;
- regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 which require employers to assess risks to the health and safety of their employees, including new and expectant mothers;
- regulation 4 of The Control of Asbestos Regulations 2012 which requires employers to carry out an asbestos risk assessment;
- regulation 6 of The Control of Substances Hazardous to Health Regulations 2002 which requires employers to assess the risk to workers from substances hazardous to health;
- regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, which requires employers to assess the health and safety risks that display screen equipment pose to staff;
- regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 which requires assessment of fire risks;
- regulation 4 of The Manual Handling Operations Regulations 1992 which requires employers to conduct a risk assessment for manual handling operations;
- The Work at Height Regulations 2005 which require employers to conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely;
- DfE guidance on first aid in colleges which requires schools to carry out a risk assessment to determine what first aid provision is needed;

# Italia Conti

## Risk Assessment Policy

---

- DfE guidance on the Prevent Duty which require schools to assess the risk of students being drawn into terrorism;
- DfE guidance on Health and Safety responsibilities and duties which requires schools to identify the measures needed to reduce the risks from COVID-19 (so far as is reasonably practicable).

### 4) Definitions

a) Risk assessment	<p>A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm.</p> <p>It is an important step in protecting staff, students, visitors, contractors, the environment, and Italia Conti as a whole.</p> <p>It helps staff focus on the risks within their department and activities that they undertake. In many instances, straightforward measures can readily control risks; for example, ensuring staff have sufficient information when they are offsite, operating machinery or using chemicals, spillages are cleaned up promptly, so people do not slip, or good housekeeping is maintained to ensure people do not trip.</p>
b) Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
c) Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
d) Control measure	Action taken to prevent people being harmed

### 5) Roles and responsibilities

#### 5.1 The Governing Board

The Chief Executive Officer and Governing Board will be responsible for the overarching risk management policy in Italia Conti but will delegate day-to-day responsibility to the Health and Safety Officer (who is also the Chief Operating Officer), and Health & Safety Lead.

The overall strategy will be formally reviewed on an annual basis.

#### 5.2 The Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that all risk assessments are completed and reviewed; this is delegated to the Chief Operating Officer (Health and Safety Officer) and Health & Safety Lead.

The Chief Executive Officer, as the employer, also has a duty to ensure that:

# Italia Conti

## Risk Assessment Policy

---

- assessments of the risks to staff and others affected by Italia Conti activities are carried out in order to identify and introduce the health and safety measures necessary to manage the risks;
- that employees are informed about risks and the measures in place to manage them.

### **5.3 The Chief Operating Officer (Health and Safety Officer)**

The Chief Operating Officer has responsibility for completing and reviewing the risk assessments in their capacity as Health and Safety Officer, with support from the Health & Safety Lead and the Health & Safety Committee.

### **5.4 Italia Conti staff and volunteers**

Italia Conti staff members are responsible for:

- assisting with, and participating in, risk assessment processes, as required;
- familiarising themselves with risk assessments;
- implementing control measures identified in risk assessments;
- alerting the Chief Executive Officer and/or Chief Operating Officer (Health and Safety Officer) to any risks they find which need assessing.

### **5.5 Students**

Students are responsible for following Italia Conti's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

### **5.6 Contractors**

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

### **5.7 Visitors**

Visitors are expected to comply with the rules and policies in force at Italia Conti, and to follow all safety advice in respect of identified risks.

## **6) When should a risk assessment be completed?**

The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of the risks arising out of the activities that Italia Conti undertakes. Risk assessments are written as needed and reviewed by the Health and Safety Officer, Health & Safety Lead and / or Health and Safety Committee, as appropriate.

# Italia Conti

## Risk Assessment Policy

---

### **7) The Risk Assessment process**

When assessing risks at Italia Conti, staff members should follow the process outlined below. We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

#### **Step 1: Identify hazards**

Consider activities, processes and substances within the institution and establish what associated hazards could injure or harm the health of staff, students or visitors.

#### **Step 2: Decide who may be harmed and how**

a) For each hazard, establish who might be harmed, listing groups rather than individuals. Be aware that some people will have special requirements, for instance students or students with special educational needs (SEN), expectant mothers or lone workers.

b) Consider how these groups might be harmed. For example, this could include be from tripping on a bag left on the floor, accessing a box from a high shelf, putting up displays from a step ladder, sports activity, noise, machinery, offsite trip etc. Particular activities may carry more risks, for example, aerial or acrobatics work, or working at heights.

#### **Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well)**

a) Establish the level of risk posed by each hazard and review existing control measures.

b) Consider what existing controls, if any, are already in place.

c) Balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

d) Consider what further action, if any, is needed to adequately control any risks identified.

e) When controlling risks, apply the following principles, if possible, in the following order:

1. Can I remove the hazard altogether?
2. If not, how can I control the risks so that harm is unlikely?
3. Try a less risky option (e.g., switch to using a less hazardous chemical).
4. Prevent access to the hazard (e.g., by guarding).
5. Organise work to reduce exposure to the hazard (e.g., put barriers between students/staff and the works).
6. Issue personal protective equipment (e.g., clothing, footwear, goggles, etc.).
7. Provide welfare facilities (e.g., first aid, removal of contamination).

#### **Step 4: record significant findings**

The findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. Italia Conti uses an online H&S portal to create, record and review risk assessments. Hard copies are provided in common areas to provide easy access for all staff.

# Italia Conti

## Risk Assessment Policy

---

### **Step 5: review the assessment and update, as needed**

Review the risk assessments, as needed, including the following review questions:

- a) have there been any significant changes?
- b) are there improvements that still need to be made?
- c) have staff or students spotted a problem?
- d) have we learnt anything from accidents or near misses?

### **Step 6: retaining risk assessments**

Risk assessments are retained for the three years after the length of time they apply before being securely disposed of.

### **8) Links with other policies**

This risk assessment policy links to the following policies:

*COVID Risk Assessments*

*Fire Alarm and Emergency Evacuations Procedures*

*Fire Safety policy*

*First Aid policy*

*Health and Safety policy*

*Production and Performance policy*

*Support through Studies*

# Italia Conti Risk Assessment Policy

---

## Appendix 1: Italia Conti Risk Assessment

This risk assessment is based on the activity of teaching and learning will identify any local hazards that need to be actioned. The risk assessment includes all activities related to Italia Conti.

The Fire Risk Assessment has previously been carried out by the Italia Conti Health and Safety Team, this should be carried out annually and recorded separately.

Impact / Severity	High	AMBER	AMBER	RED
	Med	GREEN	AMBER	AMBER
	Low	GREEN	GREEN	GREEN
		Low	Med	High
		Likelihood		



## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Slips, trips, or falls</b>	<ul style="list-style-type: none"> <li>Defective / damaged areas of the building(s) / Site which are in a poor state of repair.</li> <li></li> </ul>	All employees, students, and visitors to the site.	M	M	<b>Amber</b>	<ul style="list-style-type: none"> <li>(IP) A monthly site inspection is carried out by the Caretaker.</li> <li>(IP) The /H&amp;S team carry out a twice-yearly inspection.</li> <li>(IP) A procedure is in place to report any defects to the Health &amp; Safety Lead.</li> <li>(IP) All repairs are actioned, minor repairs are completed by the Caretaker or passed on to Chief Operating Officer / H&amp;S Lead for repairs to be actioned.</li> <li>(IP) Where the condition of the classroom or studio becomes a significant risk, the area is taken out of use until the hazard is removed.</li> </ul>	L	M	<b>Green</b>	

## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
	<ul style="list-style-type: none"> <li>Slippery floor surfaces within the buildings.</li> </ul>	All employees, students, and visitors to the site.	M	M	Amber	<ul style="list-style-type: none"> <li>(IP) Where spillages cannot be mopped up straight away the class teacher reports the spillage to the Caretaker who actions the cleaning up.</li> <li>(IP) Matting is supplied at appropriate Italia Conti entrances to reduce the risk on wet days.</li> <li>(IP) Where possible, all spillages are dealt with by the class teacher as soon as they are identified).</li> </ul>	L	M	Green	

## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered  Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level		Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Slips, trips, or falls</b> (cont.)	<ul style="list-style-type: none"> <li>Blocked corridors, furnishings in classrooms/studios and temporary displays.</li> </ul>	All Employees students and visitors to the site.	M	M	<b>Amber</b>	<ul style="list-style-type: none"> <li>(IP) Fire exits and access routes are kept clear at all times.</li> <li>(IP) Temporary obstructions in general exit and entry areas are kept to a minimum during lessons.</li> <li>(IP) Displays of students' work or rehearsal set up are planned by the teacher to ensure safe performance around the studio. Larger displays in corridors and foyers are referred to the facilities team for advice if required.</li> <li>(IP) Appropriate screens are used for displays. They are checked for stability and suitability by the teacher. Suspended displays are positioned by the teacher, to avoid doors or to be above head height.</li> <li>(IP) The correct and tidy storage of coats, bags and general housekeeping is monitored by the class teacher.</li> </ul>	L	M	<b>Green</b>	

# Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Falls from Height</b>	<ul style="list-style-type: none"> <li>Use of inappropriate equipment such as chairs, desks, filing cabinets etc to be able to work at height. For example:               <ul style="list-style-type: none"> <li>Creation of wall displays;</li> <li>Replacement or cleaning of lighting units</li> <li>Erection of stage lighting /scenery</li> </ul> </li> </ul>	Employees & students	M	M	<b>AMBER</b>	<ul style="list-style-type: none"> <li>(IP) All activities requiring working at height are risk assessed. (i.e., whenever possible, working at height is avoided).</li> <li>(IP) Where working at height cannot be avoided, the activity will use appropriate work equipment</li> <li>(IP) The use of furniture and equipment to work at height is forbidden.</li> <li>(IP) Access equipment is maintained on a regular basis</li> <li>(IP) Staff have been instructed in the use of equipment.</li> <li>(IP) Staff members who may be required to work at height complete LOLER assessments and training (e.g., theatre)</li> <li>(IP) Individual risk assessments for theatre performances and production are conducted to ensure safety.</li> </ul>	L	M	<b>Green</b>	

## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered  Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level		Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Contact with Electricity</b>	<ul style="list-style-type: none"> <li>Faulty Mains electricity supply in contact with users, potentially resulting in injuries ranging from electric shock, burns or electrocution.</li> <li>Faulty portable electrical appliances resulting in electricity supply in contact with users.</li> <li>Faulty "Hard-Wired" appliances (e.g., Electric cookers and other Catering equipment, Technological machinery) resulting in electricity supply in contact with users.</li> <li>Overloaded electrical sockets that could result in fire or serious injury. Electric shock burns, scalds.</li> </ul>	All Employees, students, and visitors to the site.	H	H	<b>RED</b>	<ul style="list-style-type: none"> <li>(IP) The Service Master Maintenance &amp; Engineering Company Package provides for a check of the Mains Electricity supply (wirings and sockets) every 5 years.</li> <li>(IP) Portable appliances are tested in line with guidance this would generally be annually for most electrical appliances. This is completed by a competent person contracted by the Italia Conti.</li> <li>(IP) Any defective equipment is taken out of service until it has been repaired by a competent person.</li> <li>(IP) All electrical repairs are carried out by a competent person.</li> <li>(IP) Staff members have been instructed to use one plug per socket, where not possible multi adaptors are used.</li> <li>(IP) Local policy is in place for the use of personal electrical appliances; such equipment may only be used with the permission of senior management / facilities team.</li> </ul>	L	M	<b>Green</b>	

## Italia Conti Risk Assessment Policy

<p><b>Contact with Hot Surfaces (classroom)</b></p>	<ul style="list-style-type: none"> <li>Unguarded heaters allowing users to come into contact with hot element resulting in burns / electric shock, as well as the potential for fire in contact with combustible materials.</li> </ul>	<p>Employees, students &amp; students</p>	<p>H</p>	<p>M</p>	<p style="background-color: orange; color: black; text-align: center;">AMBER</p>	<ul style="list-style-type: none"> <li>(IP) Electric convector heaters are fitted with guards to prevent accidental contact with users and are positioned away from combustible items (such as curtains and wooden furniture).</li> <li>(IP) Appropriate Health and Safety procedures followed in the student and staff breakout areas</li> </ul>	<p>L</p>	<p>M</p>	<p style="background-color: green; color: black; text-align: center;">Green</p>	
<p><b>Contact with Hazardous Substances</b></p>	<ul style="list-style-type: none"> <li>Contact / Inhalation of hazardous substances resulting in skin, eye, and respiratory irritation.</li> <li>Ingestion of hazardous substances.</li> </ul>	<p>Employees &amp; students</p>	<p>M</p>	<p>H</p>	<p style="background-color: orange; color: black; text-align: center;">AMBER</p>	<ul style="list-style-type: none"> <li>(IP) Hazardous substances are purchased, stored, used, and disposed of in accordance with requirements of the Control of Substances Hazardous to Health (COSHH) Regulations.</li> </ul>	<p>L</p>	<p>M</p>	<p style="background-color: green; color: black; text-align: center;">Green</p>	

# Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
	<ul style="list-style-type: none"> <li>• Skin / eye contact with hazardous substances potentially resulting in surface burns and /or irritation,</li> <li>• Access to Site Managers / Cleaners cupboards where hazardous substances are stored.</li> <li>• Substances not stored in suitable cupboards / cabinets.</li> <li>• Best practice not carried out in line with teaching plans.</li> </ul>					<ul style="list-style-type: none"> <li>• (IP) All hazardous substances are controlled from the relevant Site Manager's locked store(s).</li> <li>• (IP) A COSHH risk assessment has been recorded for each hazardous substance used on site.</li> <li>• (IP) Copies of COSHH assessments and Hazard Data Sheets for each material are filed:</li> <li>• (IP) Catering and cleaning contractors are responsible for maintaining COSHH files for substances they use on site. Other contractors are required to submit copies of their COSHH assessments before work commences.</li> <li>• (IP) Employees are prohibited from bringing hazardous substances on to the premises.</li> <li>• (IP) A Caretaker's risk assessment has been completed in conjunction with the Chief Operating Officer, Service Master company and the H&amp;S Lead</li> </ul>				

## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Contact with falling or fixed objects</b>	Poor housekeeping for the storage of materials and equipment: <ul style="list-style-type: none"> <li>• In stockrooms</li> <li>• In corridors</li> <li>• In classrooms</li> <li>• In circulation areas e.g., hall</li> </ul>	Employees & students	M	H	<b>AMBER</b>	<ul style="list-style-type: none"> <li>• (IP) Employees organise the storage of tools, equipment, and students' work in the best way to reduce the risk of falling objects.</li> <li>• (IP) Storage is set out to avoid unnecessary reaching and twisting, heavier items are stored at lower levels.</li> <li>• (IP) Suitable access equipment is provided in each area to gain access to higher shelves displays etc. The use of tables and chairs for access is prohibited.</li> <li>• (IP) Students are not allowed access to store cupboards without permission of the teacher.</li> <li>• (IP) Wherever possible, storage of materials or equipment is avoided in corridors.</li> </ul>	L	M	<b>Green</b>	



## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Fire emergency resulting in death or serious injury from burns or smoke inhalation if trapped in office.</li> <li>• Combustible items stored by electrical equipment presenting a fire hazard.</li> <li>• Visitors are unaware of the correct action to take in the event of a fire.</li> </ul>	All Employees, students, and visitors to the site.	M	M	<b>AMBER</b>	<ul style="list-style-type: none"> <li>• (IP) Fire Awareness Training is mandatory for all team members (see separate training records).</li> <li>• (IP) A suitable fire alarm, fire equipment and emergency lighting system is installed and maintained corporately. Fire extinguishers are suitably positioned and maintained through a corporate contract with a suitable contractor.</li> <li>• (IP) Regular fire evacuation drills are undertaken.</li> <li>• (IP) Fire evacuation procedures are displayed detailing action to be taken and escape routes.</li> <li>• (IP) Regular housekeeping reviews are completed to identify and address any specific hazards.</li> <li>• (IP) An up-to-date Fire Risk Assessment has been completed on the site.</li> <li>• (IP) All visitors are escorted by a member of staff whilst on site.</li> </ul>	L	M	<b>Green</b>	

## Italia Conti Risk Assessment Policy

<p><b>Assault, physical or verbal abuse</b></p>	<ul style="list-style-type: none"> <li>• Verbal or Physical assault and employee unable to call for help.</li> <li>• Stepping into prevent a fight between students / others in the workplace. Physical assault by student/other member of staff.</li> <li>• Assault, physical or verbal abuse by a parent, member of the public.</li> <li>• Physical and verbal abuse from a disruptive student / student.</li> </ul>		M	M	<b>AMBER</b>	<ul style="list-style-type: none"> <li>• <b>(TP)</b>Italia Conti do not encourage lone working. Procedures to cover this eventuality are covered in the Health &amp; Safety policy, and in the Appropriate Physical Contact and Safe Touch policy. All employees are briefed on these procedures.</li> <li>• (IP) Employees report incidents where they feel threatened to the CEO / their Line Manager. Employees should not intervene between students, if they are at risk.</li> <li>• (IP) Employees should ensure that where possible they do not work alone, whilst dealing with parents / members of the public who are known to be violent or abusive towards Italia Conti employees.</li> </ul>	M	M	<b>AMBER</b>	
<p><b>Lone Working - Working in Italia Conti alone in isolated locations</b></p>	<p>Italia Conti do not encourage lone working. Procedures to cover this eventuality are covered in the Health &amp; Safety policy.</p>	<p>All Employees students, and visitors to the site.</p>	M	M	<b>AMBER</b>	<ul style="list-style-type: none"> <li>• (IP)Italia Conti do not encourage lone working. Procedures to cover this eventuality are covered in the Health &amp; Safety policy. All employees are briefed on these procedures.</li> </ul>	M	M	<b>AMBER</b>	

## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
	<p>Eventualities may include the following:</p> <ul style="list-style-type: none"> <li>• Injuries / Illness to staff</li> <li>• Slip, trip or fall and team member unable to call for help</li> <li>• Verbal or physical assault, Aggressive intruders / parents</li> </ul>					<ul style="list-style-type: none"> <li>• (TP)All staff members are briefed on the procedures.</li> <li>• (TP)All staff who work out of Italia Conti leave their return and contact details with their line manager.</li> <li>• (TP)Out of normal working hours employees notify site manager / head teacher estimated duration of task if working on site remote from others.</li> <li>• (TP)Reduce time spent working alone as far as is reasonably practicable.</li> <li>• (IP) All employees sign in and out whilst working out of the site building term using the electronic entry gates at reception.</li> </ul>				

# Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered  Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level		Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>Manual handling injury from lifting, carrying, pushing, or pulling heavy/ bulky items.</li> <li>Cuts/ puncture wound.</li> <li>Using incorrect methods for manual handling could cause accident or injury that may result in lost time.</li> <li>Could cause damage to equipment.</li> <li>Moving excessive amount of text / library books</li> <li>Incorrect methods for lifts in dance / aerial / acrobatics</li> </ul>	Employees students, students	M	M	AMBER	<ul style="list-style-type: none"> <li>(TP) Before moving any item or items employees undertake an initial assessment to ensure the task is manageable and poses no significant risk.</li> <li>(IP) Where appropriate a separate manual handling risk assessment is completed.</li> <li>(IP) Movement of heavier items such as large, desks etc is only done with the assistance of the site management team.</li> <li>(IP) Mechanical aids such as trolleys, rollers etc are used where practicable.</li> <li>(IP) Employees have been instructed to break down paper deliveries to manageable size/ weight.</li> <li>(IP) All employees have received relevant Manual Handling Awareness Training.</li> <li>(IP) All students are trained in correct and safe lifting techniques within performance</li> </ul>	L	M	Green	

## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered  Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level		Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Water (Legionella/ safe to drink)</b>	<ul style="list-style-type: none"> <li>Ill health due to poor hygiene.</li> </ul>	Employees students, students	M	M	<b>AMBER</b>	<ul style="list-style-type: none"> <li>(IP) Suitable and sufficient toilet and washing facilities with hot and cold water are provided and maintained.</li> <li>(IP) Property services have confirmed that water supplies are checked monthly for legionella.</li> </ul>	L	M	<b>Green</b>	
<b>Stress</b>	<ul style="list-style-type: none"> <li>An adverse reaction a person has to excessive pressures or other types of demands placed upon them.</li> </ul>	Employees	M	M	<b>AMBER</b>	<ul style="list-style-type: none"> <li>(TP) Separate Risk assessment to be carried out by the Senior Leadership team in line with the stress policy and guidance document</li> <li>(TP) staff made aware of various support services, regarding issues relating to stress or stressful activities.</li> <li>(TP) Senior Managers to have received stress management mental wealth training</li> <li>(IP) Employee help line in place</li> </ul>	M	M	<b>AMBER</b>	

## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Unsafe/unhealthy working environment</b>	<ul style="list-style-type: none"> <li>• Ill health due to poor hygiene, excessive heat/cold, poor air quality, noise. Injury from use of laminator, shredder, photocopier etc.</li> </ul>	Employees students	M	M	<b>AMBER</b>	<ul style="list-style-type: none"> <li>• (IP) Housekeeping is discussed at team meetings.</li> <li>• (IP) This is a safe supply of safe drinking water.</li> <li>• (IP) Adequate standards of hygiene and cleanliness are maintained.</li> <li>• (IP) Staff and student breakout areas incl. fridges and microwaves are inspected regularly.</li> <li>• (IP) No smoking and no vaping policy in place.</li> <li>• (IP) Repairs and maintenance carried out as required.</li> <li>• (IP) Information and training on safe use of equipment is provided and employees are instructed to visually inspect equipment before use and not to use equipment that they are not trained to use.</li> </ul>	L	M	<b>Green</b>	

## Italia Conti Risk Assessment Policy

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level	Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Likelihood	Impact/Severity	Risk Level	
<b>Section 1: General Hazards:</b> these include areas that may affect other users within Italia Conti, but primarily affect the Teaching & Support staff and students.										
<b>Vulnerable workers</b>	<ul style="list-style-type: none"> <li>Increased likelihood of injury due to inexperience, disability, or ill health.</li> </ul>	Young persons, disabled persons, and pregnant workers	M	M	<b>AMBER</b>	In the event of vulnerable person, working at the following will take place: <ul style="list-style-type: none"> <li>(TP) Young person's Risk Assessment (if person taken on for work experience).</li> <li>(TP) Considerations are made as regards to any employee with a disability.</li> <li>(TP) Employees have been instructed to make Line Managers / HR aware of any medical conditions that may affect their work.</li> <li>(TP) A new and expectant mother's risk assessment is carried out when the employee notifies the Line Manager.</li> </ul>	M	M	<b>AMBER</b>	

# Italia Conti

## Risk Assessment Policy

---

### Appendix 2: Statutory Risk Assessments Checklist

The following table lists the risk assessments that educational institutions are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Asbestos			
Children being drawn into terrorism			
COVID-19			
Display screen equipment			
Fire			
First aid			
Manual handling			
Substances hazardous to health			
Swimming pools (if applicable)	N/A	N/A	N/A
Workers under the age of 18	N/A	N/A	N/A
Working at height			

END