

# Norfolk Institute of Performing Arts

## Risk Assessment Policy

### **Policy Aims**

The college is committed to promoting the safety and welfare of students, staff and visitors. The highest priority lies in ensuring that all operations within the college environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but best practice.

Risks are inherent in every day life. We need to identify them and provide systems for minimizing them. The college will therefore ensure a comprehensive Risk Assessment structure is in place and for staff to receive relevant training and guidance within this field.

The Course Directors are responsible for ensuring Risk Assessments are completed, followed and updated regularly. Risk Assessments must be completed for educational visits/activities, use of equipment, shows and special events, in or out of the college and for any room/area of the premises and any procedure. All completed forms will be stored centrally and electronically, for all staff to refer to and use as necessary.

## Completing Risk Assessments

1. Complete general details, including the date the Risk Assessment was made and the name of the person undertaking the risk assessment.
2. Consider all tasks, activities and situations.
3. Identify those who may be exposed to the hazards.
4. Identify and name the hazards and the harm they could cause.
5. Add the controls that you have/will put in place to reduce the risk.
6. Copy forms to relevant staff and discuss with them the necessary actions and how the safety measures will be integrated into their tasks.
7. Note and act on any incidents that may have occurred and require additional controls in the future. Monitor the measures for suitability and effectiveness. Review and introduce any corrective actions. Amend and re-circulate risk assessment.

Examples of Hazards: fire, equipment, crowds, weather, vehicles, machinery, noise, gas, heat, chemicals, heights, tools, animals, sport, large groups, unknown vicinity, medical conditions etc.

Examples of Harms: slips, trips, burns, cuts, electrocution, suffocation, crushing, pushing, too cold, too hot, poisoning, fractures, stains, lost/missing students, fainting etc.