



Bridge Mills Galway Language Centre

Tel: 091 566468

Emergency Tel: 0861678503

info@galwaylanguage.com

www.galwaylanguage.com

Risk Assessments - Policy and Procedures

Risk assessments are carried out for all students, staff and everyone involved with BRIDGE MILLS GALWAY LANGUAGE CENTRE. Specific considerations are taken into account for students and risk assessments are drawn up and/or amended as required.

Risk assessments are carried out for all events and situations that might pose a possible risk for staff and/or students. These include:

- travelling to and from school
- risks associated with free time in-school for staff and students
- social programme evening activities and social programme Saturday excursions
- class outings led by a teacher
- Students free time outside school
- Student accommodation

Risk assessments are also carried out for

- school grounds
- classrooms
- other rooms in the school in use by students and staff
- summer centres (if needed)

The risk assessments are immediately updated when changes occur and reviewed annually by the Health and Safety Officers. Any action which may be required to remove or control risks is approved by the Director and implemented by the Health and Safety Officer.

Risk Assessment for the Social Programme

The school social programme is designed by the School Office Administration team and is mostly run by BRIDGE MILLS GALWAY LANGUAGE CENTRE teachers. Running the programme in house allows us to maintain a high level of control over any potential risks to our students. The risk assessment has a simple layout of four columns, which is easy to comprehend, stating the possible hazards, precautions, level of risks and comments. The last column is to note any additional risks that may have been missed and which should be considered for the next time the activity or excursion takes place. Pre-excursion and pre-activity checks are made by the social programme manager to factor in to the risk assessments any last-minute potential new risks which might occur

due to such factors as the weather, road works, extra crowds, one-off events taking place (demonstrations) etc. (This may lead to cancellation of activity)

All the students have the emergency number, and the school emergency number is on the website and with Agents and on the school voice mail message.

When under-18s are participating in the social activity, the member of staff leading the social activity will make sure they know who the under-18s are and will carefully supervise them to check they are ok and behaving in an appropriate manner.

Ratio of Staff and Students for Social Programme Activities and Excursions

Type of Activity

Closed group courses:

1 supervisor for 25 students maximum

All the drivers used for closed group transfers have been Garda Vetted. They can act as an additional supervisor, for example in case the excursion lead has to remain behind because a student has not returned to the bus by the departure time.

Risk Assessment for Class Outings

All teachers wishing to take their class on one of these activities are made aware of the following procedures.

- Before you go on the class outing find out about any risk assessment for your particular activity e.g. 'Going for coffee'
- Check do you have any under 18s? If yes you cannot go out
- Is your class a very low level so language is an extra barrier?
- Are there any allergies or other health issues?
- If you are not walking them to the café, do they know where to go?
- If you are in any doubt, please consult the Academic Manager
- If a student or member of staff is injured during a school outing this must be written in the accident report file found in the office.

Risk Assessment for Staff and Students in School, School Grounds, Classrooms and other rooms in the School frequently in use by Students and Staff

See School Safety Statement

Risk Assessment Policy for Homestay placements

BRIDGE MILLS GALWAY LANGUAGE CENTRE's policy is not to place students under 16 in the same host family as other students if the other student is over 16. Host families for students under 16 are chosen with regard to:

- the experience of the host
- the layout of the bedrooms – are the rooms near or next to each other or on separate floors for example ☐ the bathroom arrangements
- the other adults in the house
- whether the homestay has children of their own under 18 living at home
- the age of the other student – there should not be where possible a big difference
- the gender and nationality of the other student. Are they culturally similar or different?

Risk Assessment for students travelling to Ireland

- Make sure students have the BRIDGE MILLS GALWAY LANGUAGE CENTRE emergency phone number in advance of departure
- If the student needs a visa, the Office Manager will double check with the agent before the student arrives that the student has the correct visa if it is to be issued in advance or they are absolutely sure of the what documents they must show the immigration officer.
- Make sure students under 18 always carry their Parental consent form to travel to Ireland for students under 18.

Risk Assessment for under 18s travelling to and from School

Risks include:

Getting lost, road accidents, bicycle accidents, stranger danger

Measures taken to reduce risks

- The danger of them getting lost is greatest when they have just arrived, so when they arrive, at the weekend, the homestay should show them how to get to school. Probably the student will use google maps on their phones, but if they don't have this, the homestay should give them a map. If possible, the homestay or another student should escort them to

school on their first day or if that is not possible, the homestay should advise the school if they have concerns about the student finding their own way.

- Make sure they are aware of road safety and are familiar with – ‘look right, look left, look right again and if the road is clear, cross the road while looking both ways’. Make sure they know to use zebra crossings whenever possible
- Make sure they are given the BRIDGE MILLS GALWAY LANGUAGE CENTRE student card as soon as possible and that thereafter they always carry it with them.
- Make sure they know to always carry a mobile and that it should be fully charged every morning and that the number is known to their homestay family and also to the school
- Let them know (where possible) which other students in the school live near their homestay so they can walk home with them in the evenings.
- Make sure they know which taxis they should take and how to call a taxi if they are out.
- If they decide to ride a bicycle then they must wear a helmet

Risk Assessment for students during free time

Possible dangers include:

Getting lost, unable to contact the school or their homestay, stranger danger, alcohol, other students being drunk, inappropriate relationship with older student, assault or robbery.

Measures taken to reduce risk:

All those measures mentioned above

- Make sure they know the BRIDGE MILLS GALWAY LANGUAGE CENTRE’s emergency number. Make sure they also know the number 999 is for the emergency services.
- Make sure they are fully aware of what time they have to be back home for their dinner in the evenings and what time they have to be back in at night.
- Tell them if a student is caught shoplifting, they will be prosecuted and sent home.

Risk Assessment Checklist

Activity Outside of School During school time

- Students must be over 18 and sign activity form before leaving school during school time
- School representative must have phone with them for emergence contact
- School representative must report back to school office on any incidents or suggestions on risk updates for each activity post activity

Possible Hazard	Precautions	Level of Risk	Notes
Road traffic	Use Footpaths and Traffic light crossings	Low	
Student becomes ill	Have phone with leader to call for help if needed	Low	
Problems on site of activity	Check in advance before going if any issues	Low	This will be done by the school office in advance of the activity

Activity Outside of School outside school time (School emergency number 0861678503)

- Students must sign up for activity in school office before leaving
- School representative must have phone with them for emergency contact
- School representative must report back to school office on any incidents or suggestions on risk updates for each activity post activity

Possible Hazard	Precautions	Level of Risk	Notes
Road traffic	Use Footpaths and Traffic light crossings	Low	
Student becomes ill	Have phone with leader to call for help if needed	Low	
Problems on site of activity	Check in advance before going if any issues	Low	This will be done by the school office in advance of the activity

Sports Activity Outside (School emergency number 0861678503)

- Students must sign up for activity in school office before leaving
- School representative must have phone with them for emergency contact
- School representative must report back to school office on any incidents or suggestions on risk updates for each activity post activity

Possible Hazard	Precautions	Level of Risk	Notes
Road traffic	Use Footpaths and Traffic light crossings	Low	
Student becomes ill	Have phone with leader to call for help if needed	Low	
Problems on site of activity	Check in advance before going if any issues	Low	
Insurance in advance of activity	School checks that activity is covered by on site insurance etc.	Low	This will be done by the school office in advance of the activity

Notes: