

Key Documents

Information on the main documents found in Shared Drives that help to organise and run ANGLO centres

- [Academic](#)
 - [SAM \(Student Academic Management\)](#)
- [Activity](#)
 - [Activity Team Rota](#)
- [Safety](#)
 - [Risk Assessments](#)
 - [Fire Drill Record](#)

Academic

Documents for the Academic team

Academic

SAM (Student Academic Management)

Please see the dedicated [Student Academic Management \(SAM\)](#) guide for teachers.

Activity

Documents for the Activity team

Activity

Activity Team Rota

WIP

Safety

Documents related to keeping people safe

Risk Assessments

Risk Assessments are located in the Safety shared drive > Risk Assessments

Risk Assessments are separated into four distinct areas:

1. Campus - meaning the university campus where the ANGLO centre is based
2. Activities - meaning social activities that form the activity or social programme (e.g. sports, discos, karaoke)
3. Excursions - meaning trips the students take
4. Academic - meaning workshops, classes and exams

Risk Assessments for each area have two parts: part A and part B

Part A:

- is completed in a general way before the staff arrive at centre
- is updated to be specific to each centre by the SWO/WTS/AM/PM on arrival at centre, before students arrive
- is reviewed by Head Office staff in conjunction with the SWO/WTS/AM/PM before students arrive
- is communicated to centre staff

Part B:

- is completed by the SWO/WTS/AM/PM on a regular basis i.e. prior to each session to identify new and current risks relevant to each session
- is communicated to the relevant staff at the meeting point/team meeting and via ANGLO WhatsApp groups
- is then communicated to GLs and students by the relevant staff

Risk Assessment Documents

ANGLO's Risk Assessment documents are Google Sheets, accessible by all managers at each centre. Each centre has 5 documents:

1. Campus Part A
 2. Activities Part A
 3. Excursions Part A
 4. Academic Part A
- and finally

- Risk Log - this is the Part B document that is regularly updated and is considered a 'live' log of all risks in all areas of the centre's operations

The Risk Log document feeds all recorded risks back to the relevant Part A document to maintain clean records e.g. a risk in the Risk Log categorised as 'Academic', can be viewed in the Academic Part A document.
This approach means that there is only one document requiring regular updates.

Assessing Risks

ANGLO uses the following risk calculation:

$$\text{Likelihood} \times \text{Severity} = \text{Risk Rating}$$

Likelihood and Severity are assessed on a scale of 1 to 3 (low to high) giving a Risk Rating of 1 to 9 (low to high). Low: 1-3, Medium: 4 or 6, High: 9

Risk Ratings that come out as High (7 to 9) must be reported to the Head Office team. This should happen automatically via the Risk Log document, but advice can always be sought from safeguarding@anglo.uk.com

Completing the Risk Assessment documents

The column headers in each document are straightforward and self-explanatory. They are also very similar between the different risk area documents.

Each identified risk must occupy a new row i.e. one risk = one row

Session Date	Session Time	Staff Member	Risk Assessment Category	Event(s)	Additional risks/hazards for session	Likelihood (1-3)	Severity (1-3)	Risk Rating (L x S = R)	Who might be affected and how? (If no new risks are reported, write N/A)	What action will be taken?	Staff informed when?	Students/GLs informed when?	Risks Communicated to Staff Via WhatsApp	Risk Assessment Completed
Tue 23 Jun	08:45	SWO	Academic	Workshop - Our Campus	Extreme weather conditions: the temperature is forecast to be 33 degrees celcius.	3	3	High (9)	Students and staff: In the hot temperatures they will be more prone to heatstroke and/or dehydration. During this workshop, students go around the campus conducting research and will be more exposed to the high temperatures.	Fieldwork time will be limited to 30 minutes to minimise sun and heat exposure, students will be told to stay in the shade and avoid spending prolonged periods in the sun and outside. WTS will ensure access to water and air conditioned classrooms for all students and staff.	In the morning workshop briefing, and via WhatsApp before the start of the workshop.	At the start of the workshop.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

From left to right:

- Session Date:** Type the date for the session the risk is being recorded for e.g. *12/07/2026*
- Session Time:** Type the start time for the session e.g. *09:00*
- Staff Member:** Type your name and/or your role
- Category:** Select from Campus, Activity, Academic, Excursions (if the same rule applies to multiple areas, copy and paste the current row to the next one, when you are finished)
- Event(s):** The specific event(s) the risk affects e.g. Workshop, Football, Disco
- Additional risks/hazards for session:** Type a short description of the risk/hazard identified

7. **Likelihood:** 1 to 3
8. **Severity:** 1 to 3
9. **Risk Rating:** Automatically calculated - you can't type in this cell
10. **Who might be affected and how?**
11. **What action will be taken?**
12. **Staff informed when?**
13. **Students/GLs informed when?**
14. **Risks Communicated to Staff Via WhatsApp:** Check the box once staff have been informed
15. **Risk Assessment Completed:** This box ticks automatically once all other information is complete

Fire Drill Record

Fire Drill Records are located in the Safety shared drive > File Record Turn {x}

Fire Drill Records must be prepared *before* a fire drill takes place. They must be distributed to and reviewed with the fire marshall(s).

Fire Drill Record

Complete this part before the drill

Date & time of drill:	17th July 2025 7:00	Drill led by: <small>Name(s) of uni rep(s) & ANGLO Staff</small>	Emily J
Location of drill: <small>Building name(s)</small>	East Park Block F & Block L	Building Marshall: <small>Name(s) of ANGLO Building Marshall(s)</small>	BLOCK F- Shamsa BLOCK L- Melissa

Immediately after the evacuation the second part must be filled out.

Complete this part immediately after evacuation

GL/Group Name	Head Count	Time Complete <small>Time that the last person exits the building</small>	Notes <small>Anything of note: e.g. students not exiting appropriately</small>	GL Signature
CARLONI BLOCK F	9	7:03		

Although ANGLO is mostly digital, in the case of fire drills it may be more practical to print out these records to be filled in by hand, then scanned and uploaded to the shared drive after the event.