

Risk Assessment Policy

1. Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

2. Objectives

2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.

2.2 To ensure that identified control measures are implemented to control risk so far as reasonably practicable.

2.3 To ensure that those affected by school activities have received suitable information on what they need to do.

2.4 To ensure that risk assessments are recorded and reviewed when appropriate.

3. Guidance

3.1 The Bursar will be responsible for the implementation of this policy.

3.2 This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place.

Teaching area risk assessment checklists are also in place for guidance. In order to ensure that all staff are involved in the process of risk assessment, all staff will be required to assess the risks in one of the work areas of the school annually.

3.3 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on a regular basis. Risk assessment training will be provided on specific areas where identified by the Bursar.

3.4 A template risk assessment form is included at Appendix 3 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology. Where appropriate such guidance is also adopted by the Art Department.

3.5 Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

3.6 The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong

- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

3.7 The Bursar, Facilities Manager, Deputy Headteacher and Head of the Junior School will be responsible for the maintenance of risk assessment records as appropriate.

3.8 Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

3.9 A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2. An outline format is at Appendix 3.

Additionally risk assessments will always be carried out on each room in the school at the start of each academic year or following any period of works/maintenance, for pregnant females and new mothers and also for young people under the age of 18 who are employed by the school.

Room Risk Assessments

In line with the school's commitment to Health & Safety, risk assessments are carried out annually in every room and space in the school in order to identify potential hazards. In order to carry this out, every member of staff will be asked to assess at least one room or space in the school. Staff will be provided with a template form (see Appendix 1) and appropriate training will be offered each year.

Once all risk assessment forms have been completed and returned to the Bursar's Department the information will be used to :

- A) identify any work that needs to be undertaken in the space
- B) if needed, help write an information sheet for the space identifying to users any hazards and how they should be managed.

New and Expectant Mothers at Work

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breastfeeding. The employee must have notified management in writing that she is pregnant (but there is no statutory obligation for her to do so). 'Risks' include those to the unborn child or child of a woman who is still breastfeeding, not just risks to the mother herself.

If there is significant risk to the health and safety of an identified new or expectant mother the following actions will be considered in the order given: removal of the problem; prevention of exposure; control of exposure.

In the unlikely event of a significant risk still remaining then management will take the following steps to remove the employee from the risk:

- Temporary adjustment of the working conditions and/or hours of work, or if it is not reasonable to do this, or if this would not avoid the risk then –

- Suitable alternative work if any is available will be offered, or if that is not feasible then –
- The employee will be suspended from work (with paid leave) for as long as necessary to protect her health or safety or that of her child.

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is any doubt, professional advice would be sought.

The risks will be kept under review as they may change, for example, as pregnancy progresses. The Bursar will generally conduct the risk assessment. In his absence it will be conducted by either the Deputy Headteacher or the Head of the Junior School.

Examples of Risks to Pregnant Females and New Mothers and Methods of Control include

Risk identified	Risk controls	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
Work at heights, tiredness from standing for long periods or carrying out physical work, stress caused by work or conditions at work.	Demands must be reasonable and wherever possible, employees should have a reasonable input into how work is to be organised. Seating should be made available. Rest breaks may need adjustment. Employees should be allowed to get help from other employees. Proper information and training should be provided. Systems for communication must be effective.	
Exposure to hazardous substances - on site pesticides are included - infections are included.	The assessments required by the Control of Substances Hazardous to Health Regulations and the Control of Pesticides Regulations must be reviewed and repeated. The practicality of substitution of none or less hazardous substances should be considered again. Information in accordance with the Department of Health Poster “Guidance on Infection Control in Schools and Nurseries” - DH publications order line, needs to be committed to writing.	
Manual handling of loads where there is risk of injury. The risk can continue even after birth e.g. if birth has been by caesarean section.	An assessment under the Manual Handling Operations Regulations should identify the steps to reduce the risks to the lowest reasonably practicable level.	

Young Persons at Work

The Regulations require formal written risk assessments for young people (i.e. those under 18 years of age) but do not otherwise demand more than that which is already needed by health and safety legislation.

Actions Required

Where the school employs young people (young persons on work experience are designated as employees for the purpose of health and safety legislation) a copy of the Health and Safety Executive publication "Young People at Work" should be obtained and consulted.

Before young people start work a written risk assessment must be carried out. In carrying out the risk assessment, the following must be taken into account:

- The inexperience, lack of awareness of risks and immaturity of young persons
 - The fitting-out and layout of the workplace and the workstation
 - The nature, degree and duration of exposure to physical, biological and chemical agents
 - The form, range and use of work equipment and the way in which it is handled
 - The organisation of processes and activities
 - The extent of the health and safety training provided, or to be provided, to the young persons
- Young people must be protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing and potential risks, or immaturity.

Records

Departments are responsible for keeping records of risk assessments undertaken. The Deputy Headteacher maintains copies of all risk assessments relating to visits. Individual Risks Assessments undertaken for staff or where appropriate pupils will be kept on an individual's file. Room risk assessments are kept by the Bursar's Department.

Review period: Annual

Review by: Bursar

Date reviewed: August 2020

APPENDIX 1: Space Risk Assessment

Building: Room(s)/Space:

Completed by: Date:

Associated Risk	Control measures in place	Measures in place? Yes /No N/A/don't know	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
Electrical Hazards			

Portable equipment	Equipment tested annually and labeled with test date		
Broken sockets	Broken items signed 'do not use' and reported via defect reporting		
Extension leads	Must be fused, use to be minimized, leads to be tested, labeled and not overloaded		
Electric Heaters	Not be plugged into extension leads, should be a safe distance from combustibles such as curtains, must not be covered		
Trailing flexes	Where trip risk – should be safely covered		
Furniture/Flooring			
Broken furniture	To be removed from room or signed 'do not use'		
Sharp edges	Should be signed and protected where possible		
Stored furniture	Stored furniture should be safe when not in use – stacks must not be too high		
Floors and coverings creating trip risks	All trip risks removed, covered, otherwise made safe or clearly signed , where liquid spillages can occur flooring is anti-slip		
Equipment etc			
Sharps, hazardous equipment etc	Hazardous, flammable and sharp substances/equipment/tools stored in locked cupboards		
Not properly stored	Items to be correctly stored at end of lesson		
Falls from height			
High level storage in use, storage and retrieval of items from high cupboards and shelves	Should only be accessed using suitable step ladders		
Display of work or materials at height	Never stand on chairs, or other furniture – only use proper access equipment		

Fire hazards			
Bins overfull	Bins emptied regularly by cleaners		
Escape routes obstructed	Pupils/others do not leave bags/other in corridors/escape routes		
No fire extinguisher in room or at fire exit door nearby – extinguisher not serviceable	Extinguisher available, if servicing date on extinguisher is over 12 months use defect reporting procedure		
Escape routes unsigned	Fire escape signs to be pictorial and indicate quickest escape route and alternative route, if provided		
No fire instructions displayed	Fire instructions on wall if not displayed use defect reporting procedure		
Door closer faulty	Door closer must work effectively		
Stored items, cupboards/shelves overfull			
Clutter	Papers and clutter should not be stored on or under fire escape routes or elsewhere creating risk		
Storage unit unsafe.	Storage shelves, cupboards ,lockers should be well maintained and secure		
Glass/Windows			
“Ground” floor windows may open creating risk to passers-by	Opened windows safe by position		
Windows difficult to access to open/close	Access equipment available		
On upper floors windows open wide	Window restrictors to be in place and fit for purpose		
Insecure or broken glazing and glazing that could become a risk on impact	Glazing to be secure and not broken/chipped, glazing in critical locations to be safety glazing or filmed		
ICT			

Risk of injury from poor posture at ill designed work stations	Where appropriate, height adjustable chairs in use – for employees who are frequent users, assessments have been carried out and completed assessment check sheets available at workstation		
Prolonged exposure to bright lights	If projectors in use, staff should not stare directly into light – background to texts should not be too bright		
Water			
Slip hazards	Flooring to be anti-slip Mops/cloths to be available Signs used advising take care if floor wet		
Hot	Water from hot water taps not too hot to skin		
Other			
Lighting insufficient for space	Adequate lighting maintained in working order		
Temperature – the environment is not conducive to learning/other	At time of review temperature in room was comfortable – not too hot or too cold		
Space unacceptably grimy or dusty or otherwise dirty	Wet or dry cleaning (as appropriate) carried out daily		

APPENDIX 2: Areas requiring risk assessment (non-exhaustive)

Educational

- Science department activities including experiments
- Sport and PE activity including offsite activities
- Duke of Edinburgh award training and expeditions
- Art activities
- Music activities including performances and practices out of hours
- Drama & dance including performances and practices out of hours
- General classroom - these will usually be absorbed into regular room risk assessments

Support

- Catering - Full records are to be maintained by the Catering Manager
- Cleaning - The schools cleaning contractors are responsible for ensuring that they conduct suitable risk assessments.
- Caretaking - The Head Caretaker is to ensure that appropriate risk assessments are in place for activities as advised by the school H+S advisor
- Security
- Grounds maintenance. Specifically this must include the operation of machinery and lone working

APPENDIX 3: Risk Assessment

Department	
Reputable base information used	
Name of Assessor and Date	
Signed	

Hazards		
Persons who might be harmed		
Risk identified	Risk controls	Further action necessary to control risk and action plan – name employee responsible, target date and completion date