



RISK ASSESSMENTS POLICY

This guidance is applicable to all staff with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate and National Minimum Standards.

Objectives

- To ensure the welfare of pupils at Chandlings is safeguarded and promoted through the drawing up and effective implementation of this Risk Assessment Policy.
- Ensure that appropriate action is taken to reduce risks that are identified.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That risk assessments are recorded and reviewed when appropriate.

Guidance

- Individuals running trips will be responsible for the implementation of this policy, in conjunction with the Head, Heads of Dept. (where applicable) and the Trust Bursary.
- This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, Staff should refer to the Trust Health and Safety officer. A number of teaching area risk assessments are also in place.
- All staff will receive guidance on risk assessment as required. Risk assessment training can be provided in specific areas identified by the Head, Health and Safety Officer, SLT, Heads of Department and Domestic Bursar. Advice for completing a Risk assessment is included below.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- *A hazard is something with the potential to cause harm.*
- *A risk is an evaluation of the probability (or likelihood) of the hazard occurring.*
- *A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).*
- *Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).*

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

Why have Risk Assessments?

Risk assessments are a legal requirement. By focusing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

What Areas Require Risk Assessments?

There are numerous activities, visits and trips carried out at Chandlings, each of which requires a risk assessment.

Educational

Risk assessments are in place to cover science, design and technology, woodwork, sport, art, pottery & boarding.

On the domestic side, risk assessments are also in place to cover aspects of catering and cleaning, caretaking, maintenance and the grounds.

At Chandlings, use is made of model or generic risk assessments, for most educational activities and visits. Advice for Staff is contained within the Staff Handbook as well as instruction in the Policies.

Pastoral

Aspects of the curriculum, PSHE programme and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and the sensible precautions that should be taken. Science lessons encourage pupils to consider the potential hazards of the chemicals, gas, electricity and flammable materials that they encounter in the laboratories.

Medical and First Aid

The First Aid, Health & Hygiene Policy outlines how the School Nurse administers first aid and all other treatments and procedures. The accident forms are maintained in their office for which the School Nurse is responsible. Parents complete a medical form before their child enrolls and this highlights any allergies, etc. the person may have. This information is appraised by the School Nurse disseminated to the catering department, teaching Staff and other relevant individuals.

Child Protection

Our Safeguarding policy and training for all Staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing Staff who are barred from working with children, and are not allowed to work in the UK. By ensuring that everyone in our community receives regular child protection training, we manage risk to an acceptable level.

Support Areas

In catering, cleaning, caretaking, maintenance and grounds, risk assessments are made and training and equipment provided.

Emphasis is given to minimising risk in all areas, including slips and trips, manual handling, working at heights, asbestos, the presence of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Training is required for certain items of equipment.

Access by Pupils

Risk assessments ensures that our pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratory, Design Technology (Woodwork and Cooking rooms) etc. Pupils are only permitted access when accompanied by a member of Staff. Pupils do not have access to the grounds, maintenance, catering and caretaking working areas in the School.

Completing a Risk Assessment

The risk assessment process will consist of the following steps:

- Identifying an activity where there are hazards.
- Identifying risk and who might be harmed.
- Identifying the *level* of risk (High, Medium, Low).
- Putting into place control measures.
- Re-assessing the level of risk once control measures are in place.

Definitions Hazard - An activity where there is potential for harm to be caused.
Risk - The likelihood of harm being realised.

Procedure

1. Identify an activity, process or operation where there is potential for injury or damage.
2. Consider whether it is essential for the activity to continue. i.e. without the hazard, there is no risk.
3. Identify the risks involved in the activity: crossing roads, water, crowds, etc.
4. Estimate the level of risk level without the benefit of any control measures.

Risk = likelihood x severity

Likelihood

1 = *Most Unlikely*
2 = *Unlikely*
3 = *Likely*
4 = *Most likely*

Severity

1 = *Trivial*
2 = *Slight*
3 = *Serious*
4 = *Major*

1 – 4 LOW

it is unlikely that harm will be caused and the outcome would result in very minor injury/damage.

5 – 8 MEDIUM

harm may occur with minor injury/damage.

9 – 16 HIGH

certain or near certain that harm will result in serious injury/damage.

5. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by:

- guarding, increased Staffing ratios, safety procedures/ working practices, specialist training, mechanical assistance, contracting out etc.
6. Re-assess the risk level considering the effect of the control measures.

Notes

- Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.
- Where there is potential for the person's health to be affected health surveillance may be required. This should
- be recorded.
- A procedure should be developed for the necessary action to take in the event of an emergency.

All assessments should be dated, recorded and reviewed when:

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

Risk Assessments are intended to achieve a safe environment with safe systems of work that will protect everyone involved.

Consult the Minibuses, Out of School & Educational Visits and Events for practical advice and instruction on taking trips out of School.

The Management of Health and Safety at Work Regulations 1999 requires every employer to:

- Make effective plans for monitoring, reviewing and controlling risks
- Appoint "competent persons" to assist in complying with relevant statutory provisions
- Establish emergency procedures
- Provide employees with comprehensible and relevant information on risks to health and safety, protective and preventative measures and emergency procedures
- Maintain records as set out in the full policy

Managers are responsible for ensuring that suitable and sufficient risk assessments and safety audits are carried out in all work places managed by the School.

The approved Code of Practice adopts the following definitions:

- a “Hazard” is something with the potential to cause harm
- a “Risk” is the likelihood of harm being caused by a particular hazard. The extent of the risk should also take into account the severity of the consequences and the number of people who may be affected should the potential harm associated with the hazard actually occur

Staff have responsibility to:

- Read hazard analysis and risk assessments that have been recorded and are considered by the management as relevant to their areas of work
- Ensure measures designed to control risks are followed and undertaken by staff in their areas of work
- Report back information to the management when the measures which are adopted to control risks do not appear to be effective
- To report, to their Head of Department, any hazards or risks to the health and safety of themselves or others, who will in turn report this risk immediately to the Safety Officer

Review: The Health and Safety Officer is to review this Policy as required and annually

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