



ST BEES SCHOOL

WHERE WEST MEETS EAST

# RISK ASSESSMENT POLICY 2021 - 2022

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Review by: Headmaster

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## SCOPE

This Policy is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and National Minimum Standards for Boarding.

## OBJECTIVES

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- 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 the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

## WHAT IS A RISK ASSESSMENT?

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 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 students, impact on development), financial (falling student rolls), compliance (child protection issues) and environmental (asbestos, legionella).



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## WHY DO WE HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement.

By focussing 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.

It is not only a legal requirement, but also this school's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in the School on a regular basis and cover all identified risks to our students, our staff, our buildings, our grounds, in our daily routines and at all school events.

## CONDUCTING RISK ASSESSMENTS

Assessments are conducted by the Facilities Manager, or delegated to teachers, or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

The Facilities Manager formally assesses the school for potential risks once a year.

Risk Assessments are approved by the Facilities Manager and stored on the school intranet.

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

1. What could go wrong?
2. Who might be harmed?
3. How likely is it to go wrong?
4. How serious would it be if it did?
5. What are you going to do to stop it?
6. How are you going to check that your plans are working?

## WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in School, each of which requires its own separate risk assessment.

The most important of these covers:

- Fire safety and procedures
- Educational visits and trips

Separate policies cover each of the areas mentioned above. However, risk assessments are also needed for many other areas, including:

### 1. Educational



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- Sport and PE activities
- Science experiments
- Duke of Edinburgh award
- Art and Drama (including the theatre stage and backstage)
- Music (including minimising the risk of hearing loss to staff)
- General classroom

## 2. Medical and first aid

The person responsible for reporting accidents is the Office Manager. The Accident Incident Log is stored on the school intranet.

The School keep records of all accidents and injuries and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. (See First Aid Policy and Health and Safety Policy Statement for details).

## 3. Child Protection

The School's Child Protection and Safeguarding Policy together with the suite of safeguarding policies 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 extending these requirements to the Directors, volunteers, and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level. All staff also undergo training in the Prevent duty.

## 4. Support areas

- Catering and Cleaning: risk assessments and training are required for catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment, and safety notices.
- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor, and emergency exit in the entire school, including boarding houses. Emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment, and safety notices.
- Maintenance: risk assessments and training are required and carried out as required relating to working at height, asbestos, and contractors on site. Training covers safe working practices, health and safety notices and protective equipment.

## 5. Access by students and supervision



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The School has procedures in place for the proper supervision of students by staff in School and on visits that is understood by all members of staff. (Student Supervision Policy, Supervision of Ancillary, Contract and 'Unchecked' Staff Policy, Access to School Premises by People Outside the School Policy and Educational Visits Policy)

Doors to potentially dangerous areas such as science laboratories are kept locked when not in use. Students are only allowed access when accompanied by a member of staff. Students do not have access to the areas listed in Annex A of the Student Access to Risky Areas Policy.

## REVIEW OF RISK ASSESSMENTS

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.

## RESPONSIBILITIES OF ALL STAFF

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Headmaster, the Facilities Manager, and other members of the SLT to enable the Directors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Facilities Manager.

## ACCIDENT REPORTING

The Facilities Manager is responsible for reporting and recording any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor, or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the Board with a view to assessing whether any measures need to be taken to prevent recurrence.

## DIRECTORS' RESPONSIBILITIES

The Board/LAC will assess the major risks to which the school is exposed, particularly those related to the operations and finances of the school and are satisfied that systems are in place to manage our exposure to the major risks.