RISK ASSESSMENT POLICY

Regulation ISSR: Part 3

Reviewed and updated by: Mrs M Rigby (DFO)
Approval: Full Governor Board
Last Review: September 2024
Next Review: Summer 2025

Introduction

The purpose of this policy is to enable the School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'. The Independent School Regulatory requirements demand that the School ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

The School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.

The School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out, for the purpose of identifying measures needing be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

The purpose of risk assessment

Risk assessments focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been

completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions.

The range of risk assessments used across the school will create a risk profile; covering the nature and level of the risks faced, the likelihood of adverse effects occurring, associated costs and effectiveness of current controls. High level strategic business risks will be captured by the school Risk Register, owned and reviewed by the Governing Board.

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people. In the School's case to staff and pupils that could result from a business activity or situation and to identify action needed to reduce the level of risk.

- A hazard is anything with the potential to cause harm e.g. chemicals, electricity, working from ladders.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable.

Risk control measures are the measures, actions, and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. substituting harmful chemicals, staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

Risk assessments are used to identify the potential hazards to people from the School's activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil numbers), compliance (data protection) and environmental (hazardous waste) risks.

The School will follow the Health and Safety Executive's 5 stage approach to Risk Assessments:
Step 1 – Identify the hazards.
Step 2 – Identify who might be harmed and degree of severity.
Step 3 – Evaluate the risks and decide on precautions.
Step 4 – Record and implement findings.
Step 5 – Review assessment and update if necessary.

Responsibilities For Risk Assessments

The School's responsibility

It is the School's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely Heads of

Departments or Managers, their direct line managers (e.g. SLT). The Director of Finance & Operations reviews and signs off risk assessments.

The School will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.

Heads of Teaching and Support Departments

Heads of Departments or Managers should ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and, so far as is reasonably practicable, removed or adequately reduced and controlled. Risk assessments will enable suitable controls, helping establish safe systems of work and H&S training needs of staff.

It is the responsibility of Heads of Departments, Heads of Year and other managers to ensure that risk assessments are in place for their area/department. They can complete the assessments themselves or instruct other staff to undertake them. The School will provide regular training to all staff on the principles and practice of risk assessments.

Responsibilities of all staff

All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties.

All staff are expected to participate in the completion of risk assessments when requested to do, follow safety related instructions and safe systems of work identified in risk assessments. Finally, all members of staff are responsible for reporting any risks/defects or concerns, in the following ways:
- If there is an immediate risk of harm, contact reception to radio the Estates Team for immediate assistance
- For general repairs with no risk of harm, log a ticket via the Site Helpdesk on the Intranet
- For a Near Miss (An incident, event or occurrence which has the potential to cause harm) complete a Near Miss form on the Intranet
- For all accidents, complete the accident form on the Intranet
- For general suggestions to improve health and safety practices or issues which do not require immediate action report to your line manager or a member of the Health & Safety Committee.

General Arrangements

Each department is responsible for ensuring risk assessments are in place for all work activities, the Director of Finance & Operations will work with all departments to provide advice and support.

Risk assessments should consider the following general hazards/situations:

- Safeguarding of pupils
- Supervision arrangements

- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Preventing unauthorised access to high risk areas
- New and expectant mothers.

Risk assessments should be undertaken using the school risk assessment template to enable a consistent judgement of risk and easy identification of the high priority risks, see appendix 1.

Completed risk assessments should be saved on the intranet in the Health and Safety section and are accessible for all staff. The Director of Finance & Operations should also be notified.

Copies of risk assessments should be dated and signed by the Assessor and a Reviewer. All risk assessments should be stored in the central location in the Health and Safety section of the intranet, which is accessible for all staff. Risk Assessments are available for inspection by the HSE, Governing Body and any outside Inspectorates as required.

Risk assessments should be reviewed and updated:
- annually;
- when there is reason to suspect the assessment is no longer valid - this may become apparent through accidents and near misses, safety complaints, ill-health trends, or the School may become aware that a relevant piece of legislation has fallen out of date;
- when there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment or changes in staffing or curriculum requirements.

All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks. For online risk assessments the relevant people should type their name in the relevant box to confirm they have read and understood the risk assessment.

Other Types of Risk Assessment

Generic Risk Assessments
These are acceptable where activities or operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider individuals and specific issues relating to the environment at AESG or the area where the activity is taking place. They should also be signed and dated to confirm that all staff have been made aware of the contents.

Specific Assessments
These may be produced using a generic template but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task,

for example a one-off trip, staff specific risk assessments or functions such as an external letting.

Dynamic Risk Assessments

These are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However, they can be noted in a full Risk Assessment as an on-going assessment of the risk.

Contractor Risk Assessments

As part of the measures for the control of contractors, on site risk assessments and, where applicable method statements, must be obtained and in place before the contracted task is undertaken.

It is the responsibility of the Estates Manager to obtain these and share them with the DFO and other staff as relevant.

External clubs and users of the School facilities will also be asked to submit their own risk assessments for any activities undertaken on the AESG site. Copies of these will be held on the Intranet.

Guidelines for Written Risk Assessment

DEFINITIONS

HAZARD – Something with the potential to cause harm

RISK – The likelihood of harm being realised and its severity

The risk assessment process should be completed using the pro forma risk assessment document (example is included as an Appendix) as follows:

1. Identify and record an activity, process or operation where there is a potential hazard that could cause injury or damage.
2. Identify and record the people who may be at risk from the hazard (e.g. staff, pupils, visitors, contractors).
3. Identify the hazards within the activity (e.g. using machinery, confined spaces, working at height, electricity, manual handling, lone working).
4. Determine the risks involved and what type of incident is anticipated (e.g. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse).
5. Estimate the risk level without the benefit of any control measures using the matrix on page 2 of the Risk Assessment.
6. 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, safety procedures/working practices, training, mechanical assistance, contracting out etc. Personal Protective Equipment (PPE) should only be considered as the last resort if alternative control measures cannot achieve a lower risk level.
7. Reassess the risk level with the control measures in place to ensure that the risk is reduced to a more acceptable level, as dictated by the matrix.
8. Share and discuss with all persons involved in the activity, process or operation to confirm their understanding and involvement.
9. The completed assessments should be signed and dated by the Assessor as well as a second Reviewer.

10. All assessments should be reviewed annually or when there is any significant change, whichever is sooner. Changes to the Risk Assessment should be recorded on the Document Issue Record on page 1 of the Risk Assessment and written in a different colour.

Training

All new members of staff are given an induction into the School's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it.

All staff responsible for completing risk assessments will be provided with training to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

Professional training courses are available for both teachers and technicians who work in Science, Art and Design and Technology. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Line Managers and Heads of Departments are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of pupils and staff.

Risk assessments should be used to identify further staff training needs to enable them to work safely.

Classroom and Office Risks

In recognition of the limited risks involved in classroom teaching, the School will use a Health and Safety Checklist for classrooms, such as English, History and Geography classes. The Health and Safety checklist will be provided to teachers termly, each teacher should complete the checklist and return it to the Director of Finance & Operations. All responses will be collated and an action plan created with risk levels and priorities identified, this plan will be given to the Estates department to implement the necessary remedial measures.

All teaching subjects will be asked to complete the H&S checklist to assist with providing a safe environment for teaching and learning to take place.

Office staff will also be requested to complete a simple health and safety checklist, although these are low risk work environments it's important to ensure safe access/egress, suitable lighting and ventilation for example.

Educational Visits

The School has a separate policy for educational trips involving pupils, this is overseen by the Deputy Head (Pastoral), who reviews the work completed by the Educational Visits Co-ordinator (EVC). These two members of staff collaborate to approve trip paperwork, with sign off agreed by the Head. For full details please see the "Educational Visits Policy" which covers routine trips, major trips and arrangements for dealing with external organisations.

APPENDIX 1: EXTRACT FROM CLASSROOM RISK ASSESSMENT

(EXAMPLE PRO FORMA DOCUMENT)

RISK ASSESSMENT – CLASSROOM

Risk assessment - topic/area covered	
Location(s):	
Department/staff:	
Tasks/activities:	
Other information:	

Risk assessment sign off					
Prepared by:		Signature:		Date:	
Reviewed by:		Signature:		Date:	
Staff who use this room, please sign below to confirm they have read and understood the risk assessment.					
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks
1	**1.9.20**	**1.9.20**		***Italics***
2	**1.9.21**	**1.9.21**		**None**
3	**2.9.22**	**2.9.22**		***Italics***
4	**1.9.23**	**1.9.23**		***Blue Italics***

Distribution schedule				
Registered number	Issue number	Date	Name	Designation

Risk matrix

Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
			Severity (S)					

Acceptability of risk guidance	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.

Guidance. When completing a risk assessment, you should:	1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.

Note. Ideally, you should look to reduce the risks so that the task can be classified as "low risk".

Personal protective equipment (PPE) assessment

In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:	Head	Foot	Eye	Hand	Hearing	High-visibility vest	RPE	Fall arrest

Additional requirements (list here):	None needed

Note. PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.

Risk assessment									
Activity	**Persons at risk**	**Significant hazards**	**Initial**			**Risk control measures**	**Residual**		
			L	**S**	**RR**		**L**	**S**	**RR**
Movement around the classroom and when entering the classroom	Staff, pupils, others	Slips, trips and falls; blocked escape routes	3	3	9	• Internal flooring to be good condition *and annual inspection to identify maintenance requirements.* • Gangways between desks etc. to be kept clear. • All trailing leads/cables to be controlled so that they do not present a trip hazard. • Where cables need to be trailed across the floor, they are to be covered with a protective rubber strip. • If necessary, changes in floor level or type to be highlighted - known trip hazards to be highlighted. • Where there are external doors, mats to be considered to prevent wet floors. • Coats, etc. to be taken off if wet. • All spillages to be cleaned up as soon as is reasonably practicable, *wet floor signs to be used* • All areas to be well lit. • Students should line up quietly outside • *Large project items are put up on the filing cabinets (e.g. volcano display) well out of reach/ risk of falling*	2	2	4
Use of work equipment	All staff	Electrical shocks, burns, injury from moving parts or unbalanced equipment	3	3	9	• All equipment to be visually inspected prior to first use. The individual completing the check to look for obvious faults, such as broken or missing parts. • All equipment to be sited so that it will not fall from shelves etc. • Staff to spot and report any defective plugs, discoloured sockets or damaged cables/equipment. • All equipment to be subject to regular electrical safety checks. These will include portable appliance tests (PAT) and visual inspections. • Test frequency to reflect current HSE guidance. • *Bookable items e.g. VR headsets are booked with IT support to check items are used safely and appropriately* • *Any items in need of maintenance to be reported using the relevant ticketing system.*	2	2	4
Manual handling	All staff	Back pain and other physical injuries caused by overstretching or trying to lift too much	3	3	9	• Mechanical aids to be used where possible, e.g. trolleys. • Loads to be broken down into smaller sizes and weights, e.g. splitting boxes of copying paper into individual packs. • Manual handling training to be considered for staff if lifting becomes a regular task. • Staff instructed not to lift items that they will struggle with. • *Any requests for support in manual handling to be reported using the relevant ticketing system.*	3	1	3

Risk assessment									
Activity	**Persons at risk**	**Significant hazards**	**Initial**			**Risk control measures**	**Residual**		
			L	**S**	**RR**		**L**	**S**	**RR**
Action in the event of fire	All staff and visitors	Trapped staff and visitors may suffer from smoke inhalation, burns and possibly death	3	5	15	• Action in the event of fire to be communicated to all staff. • Evacuation procedures to be placed around the building at strategic points. • Regular fire alarm checks to be carried out. • Fire drill to be regularly carried out. • Fire extinguishers to be provided and maintained on a contract. • Fire exits to be kept clear of obstructions. • Supervisor to walk around the building on a regular basis to check that fire instructions are being complied with. • *All staff to familiarise themselves with the room fire exit sign which shows primary exit route and alternative.*	2	2	4
Hot water - in taps and radiators	Pupils	Contact with hot water and surfaces	3	3	9	• Water temperatures to be controlled and checked regularly. • Where practical, radiators to be covered. • Classrooms to be laid out so that contact with pipes and radiators is prevented.	2	2	4
Work at height	Staff	Falls	3	4	12	• *All staff to comply with the school's working at height policy.* • Work at height to be avoided whenever it is reasonably practicable to do so. • Where work at height is necessary, appropriate access equipment, such as an elephant-foot step stool or a stepladder to be used. • Windows should only be opened under the direction of the classroom teacher (especially those at height) and should not be opened beyond the limits set on the window frame	2	2	4
Meeting with pupils / lunchtime clinics / afterschool revision sessions	*Pupils*	*Risk of inappropriate contact towards pupil from adult(s)*	*3*	*5*	*15*	• *Door open for meetings with children* • *Location of classroom(s) is along busy corridor* • *Culture slippage is not tolerated – reminders issued to staff via INSET and regularly via staff meetings* • *Low level concerns – staff encouraged to report and challenge colleagues* • *All students encouraged to talk to someone – Form Tutor, HoY, School Nurse, DSL etc.* • *Appropriate staff training/ reading (risk assessment completed as a consequence)* • *If after school – cleaning team accessing corridors at all times, staff to inform colleagues of time / location and add to enrichment timetable* • *Staff promote clubs via Teams, message boards in the Department and on doors to make it visible what is happening and when* • *Staff are on duty and walk past to see these activities*	*2*	*3*	*6*

						• *Actions off site with a club generate the educational visit paperwork*			
Sensory consideration to support those with learning differences	*All*	*Individuals struggle to cope in the learning environment*	2	5	10	• *Monitor lighting and report concerns to Site Team via ticketing system* • *Manage classroom to be orderly and not cluttered* • *Seating plans in place to meet the needs of all* • *Agree strategies with pupils for those who find noise too much* • *Keep smells in the classroom to a minimum, where possible* • *Alternative provision for using iPads, seating arrangements etc.* • *Time out cards issued by School Nurse – pupil must report to Reception (individualised Wellbeing Plans)* • *Staff support available via Health Assured and the Staff GP*	2	3	6