



3.11 RISK ASSESSMENT POLICY

References;

- A: Management of Health and Safety at Work Regulations 1999.
- B: Boarding Schools, National Minimum Standards (DfE) - in force from 1 April 2015
- C: Regulatory Reform (Fire Safety) Order 2005.
- D: Control of Substances Hazardous to Health Regulations 2002.
- E: Approved Code of Practice for the Control of Legionella in Water systems L8.
- F: The Control of Asbestos Regulations 2012
- G: A Brief Guide to controlling risks in the Workplace INDG163(rev 4).

3.11.1 Introduction

Under regulations at Reference A above there is a legal requirement for all activities undertaken by the School to be risk assessed. Where significant hazards have been identified a suitable and sufficient written assessment of the risk is to be provided.

Under the Standards mentioned at Reference B above the School is required to ensure that the welfare of pupils at the School is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.

In compliance with the above requirements the School will ensure, so far as is reasonably practicable, that all activities are assessed for risk and, where significant hazards are identified, an appropriate written risk assessment is provided.

As a minimum, written risk assessments highlighting significant hazards and control measures are to be provided for the following:

- Staff working activities.
- Premises including Boarding.
- Curriculum activities.
- Educational visits and events.
- Specific events taking place on School premises.
- Technical infrastructure systems.
- Control of Substances Hazardous to Health (COSHH).

3.11.2 Written Risk Assessment Format

Identifying significant hazards to determine if a written assessment is required is a matter of good judgement achieved by competence gained from specific training and experience. Persons involved in the process of risk assessing must be competent and should always seek guidance if in any doubt. Seeking further guidance is to be seen as a positive action.

The School's approved format for risk assessments is provided electronically in the Health and Safety folder on the Teaching Shares Views (S): Policies: Health & Safety (DO NOT REMOVE)

Where significant hazards are identified and a written risk assessment is required, it will be considered suitable and sufficient if:

- All significant hazards are identified.
- The persons who might be harmed, and how, are identified.
- An adequate evaluation of the risk is carried out.
- Suitable control measures are identified which are adequate to mitigate any residual risk to an acceptable level.
- The assessments are up to date and kept under review.

All written risk assessments are to identify the date the assessment was carried out and identify the person responsible for its production.

3.11.2 Risk Evaluation

Evaluating risk is an analysis of the likelihood of an identified hazard causing an injury or harm. Wherever practical when evaluating risk, persons are encouraged to use the examples given in Section 4 of the School's Health and Safety Policy when taking account of the likelihood of that risk coming to pass against the perceived severity of a potential injury.

Adequate and appropriate control measures are to be identified, that, when implemented, will reduce the risk to within acceptable limits. Where no suitable measures can be identified and the risk remains high action must be taken to stop or avoid the activity and if necessary appropriate support obtained to that end.

3.11.4 Risk assessment Review

4.1 Generally, unless specified otherwise, risk assessments are to be reviewed and updated as necessary, or annually if no more frequent review is required. The assessments should also be reviewed following a change in process or activity, a change in equipment or facility, or following an incident.

3.11.5 Acknowledgement

Staff members involved in working activities which are the subject of a specific risk assessment are to acknowledge their understanding of the hazards identified and the measures to be implemented by signing and dating the appropriate risk assessment. Individuals are to re-affirm their understanding each time the risk assessment is reviewed.

Heads of department and department managers are responsible in ensuring department staff are made aware of any risk assessment for any activities they may be involved in, and are to ensure the requirements of the risk assessments are understood and acknowledged by the individual.

3.11.6 Work Activity Risk Assessments

Routine workplace activities by all staff where there is a perceived significant risk will have a suitable and sufficient written risk assessment provided. The assessment for work activities will consider all significant hazards associated with a work task which takes into account, but not exclusively, manual handling, working at height, lone working,

working in confined spaces, controlling hazardous substances, working with tools and machinery, display screen equipment, and expectant mothers.

Heads of departments and department managers are responsible for ensuring appropriate risk assessments and subsequent reviews are carried out for all work activities, and for ensuring the content is communicated to all affected persons. When completed risk assessment are to be forwarded to the Health and Safety Officer.

3.11.7 Curriculum Risk Assessments

Risk assessments are to be carried out for all curriculum activities either inside or outside of the classroom. A written risk assessment is to be provided for all significant identified hazards resulting from the activities or the classroom, or outside environment. Heads of department are responsible for ensuring these risk assessments are carried out and reviewed as necessary, and are to be forwarded to the Health and Safety officer when completed.

All teaching and supervisory staff involved with the curriculum activity are to be made aware of the requirements of the risk assessments and are to acknowledge their understanding by signing and dating the document.

3.11.8 Premises Risk Assessment

The premises includes the fabric and systems of all building, structures, roads, paths and steps, trees and general areas of the grounds. The Estate Manager will ensure suitable and sufficient risk assessments are carried out and reviewed for any perceived hazards.

Some hazards associated with premises will fluctuate due to external factors such as weather conditions. Persons likely to be affected by these hazards will be notified as necessary.

3.11.9 Risk Assessment for Boarding Accommodation

The Head of Boarding will produce risk assessments to identify any significant hazards associated with the girls' living within boarding accommodation or its immediate surrounding area. This will include some activities undertaken outside the boarding area where the boarding staff supervise the activity (eg. individuals out jogging).

The Head of Boarding is responsible for ensuring year group staff are aware of, and understand the requirements of the risk assessment, and to ensure the document is reviewed at the appropriate times. All boarding staff are to acknowledge their understanding of the requirements of risk assessment by signing and dating the document. When completed, a copy of the risk assessment is to be forwarded to the Health and Safety Officer.

3.11.10 Risk Assessments for Visits and Off Site Activities - refer to the Educational Visits Policy

3.11.11 Technical Risk Assessments

Technical risk assessments are provided for infrastructure systems as required by the relevant regulations in order to comply with statutory requirements.

3.11.11.1 Fire Risk Assessments. Fire risk assessments are provided for all School buildings in accordance with Article 9 of Regulatory Reform (Fire Safety) Order 2005. The Head, as the designated Responsible Person, is responsible for ensuring suitable and sufficient fire risk assessments are provided, but in practical terms the task is undertaken by the Estates Manager. The assessments will be reviewed when there has been significant change that impacts fire safety, when they are no longer valid, following an incident, or at least annually. Detailed arrangements for fire safety are set out in Policy 3.13 Health and Safety Policy Fire risk assessment.

3.11.11.2 Legionella Risk Assessments. In accordance with The Control of Substances Hazardous to Health Regulations 2002 and Approved Code of Practice for the Control of Legionella in Water systems L8, risk assessments are provided to identify potential sources where legionella bacteria could proliferate. The Head is responsible for ensuring these risk assessments are carried out. In practical terms this task is undertaken by the Estates Manager. The risk assessment will be reviewed regularly, as prescribed in the guidance L8 and as recommended by consultants. Detailed arrangements for the control of legionella are set out in the Health and Safety Policy 3.13 and the Appendix.

3.11.11.3 Asbestos Risk Assessments. In accordance with The Control of Substances Hazardous to Health Regulations 2002 and The Control of Asbestos Regulations 2012, no work in areas where asbestos has been identified, or where asbestos containing material is suspected, will take place unless a suitable and sufficient assessment of the area to determine the presence and type of asbestos, and a suitable and sufficient assessment of the risk created by potential exposure has been carried out. The Estate Manager will arrange such risk assessments in conjunction with licenced asbestos consultants.

3.11.12 COSHH Risk Assessments

In accordance with Regulation 6 of COSHH 2002, QMS will not allow any work or activity to be carried out which is liable to expose any pupil or staff to any substance hazardous to health unless a suitable and sufficient assessment of the risk created by that work or activity to the health of pupils or staff has been carried out. The assessment will identify control measures necessary to meet the requirements of the regulations which are to be effectively implemented.

Heads of departments and department managers must be aware of all hazardous substances used or produced by the work or activity undertaken by the department. They are responsible for producing written COSHH risk assessments as deemed necessary, and for ensuring these assessments are brought to the attention of any persons liable to exposure to the substances.

Copies of completed COSHH risk assessment are to be forwarded to the Health and Safety Officer.

C Smith
Estates Maintenance Manager (Health & Safety Officer)

Date: 14/09/2016

J Wright
Head of Finance & Estates

Review Date: 22 September 2016
Next Review Date 22 September 2017

C Cameron
Head

Approved Date: 23 September 2016