



HEATHFIELD SCHOOL

Risk Assessment Policy

Policy Area:	Health and Safety
Relevant Statutory Regulations:	ISSR 2014 - Part 3 NMS 6 Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999
Key Contact Personnel in School	
Nominated Member of Leadership Staff Responsible for the policy:	Bursar
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This policy will be reviewed at least biannually, and/or following any concerns and/or updates to national and local guidance or procedures.

Introduction

The Governors of Heathfield School (“the School”) are fully committed to promoting the safety and welfare of all in the community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with the law. Risks are inherent in everyday life. The School needs to identify them and to adopt systems for minimising them.

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong.

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. 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.

Compliance issues, based on legislation, are also part of the overall risk assessment package for Heathfield School, and play a vital role. They are wide-ranging and cover financial issues under the Statement of Recommended Practice (SORP), Environmental Health, Reporting of Accidents (RIDDOR) and practical issues such as Electrical and Gas Safety, Asbestos Register and Management of Legionellosis.

Scope

This guidance is applicable to all those with responsibility for implementing risk management strategy and undertaking risk assessments for activities which are under their control.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the safety and welfare of all in our school community.
- 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.

Definition

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.

Procedure

Each major physical area and activity in the School is categorised, and members of staff are required to complete risk assessments for the areas/activities for which they have a responsibility. The Risk Assessment Form(s) should show the following information:

Hazard: Something with the potential to cause harm e.g. Fire.

Effect on people or property: A description of what may happen e.g. loss of life, destruction to property.

Control Measures: The measures and procedures that are put in place in order to minimise the consequences of the unfettered risk (e.g. staff training, clear work procedures, fire alarms, heat detectors, gas and electric shut down points and insurances).

Risk Level: The level of risk can be low, medium or high. To determine this level two factors have to be considered. The first is the severity or impact the risk would have if it occurred, and the second is the likelihood of this happening. The sum of them both will determine the likely level of risk (e.g. if one is extremely high and the other is extremely low, overall it is likely to be a medium risk). This is not a precise science and is intended as a guide.

Likelihood: The chance of the hazard occurring, scored between 1 being rare and 5 being common.

Severity: The impact of the hazard, should it occur, scored between 1 being rare and 5 being multiple fatalities.

Risk Number: The score when likelihood and severity are multiplied.

Additional Control Measures Required: These are measures which are recommended to be put in place to reduce or remove a specific risk.

When is risk assessment required?

There are numerous activities carried out in Heathfield School, each of which requires a separate risk assessment, the most important being Fire Safety and Educational Visits and Trips. The policy at Heathfield School is not to carry out any high risk activity. Activities involving pupils are normally low risk. A few medium risk activities are undertaken with pupils, such as riding and skiing, but only using specialist/qualified

instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to follow instructions. The School will always employ specialists for high risk tasks. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Risk assessments provide a constant systematic process with a view to promoting children's welfare. Other than health and safety areas (eg premises and equipment), matters related to pupil welfare (eg medical needs, supervision (including at weekends and in boarding areas) and school trips), recruitment related issues (eg late DBS checks), matters related to safeguarding (eg Prevent, bullying, peer abuse, allegations, visitors on site, presence of non-staff adults living within boarding accommodation) and lessons (activities, sport, boarding) also need to be risk assessed.

Types of Risk Assessments

Specific Risk Assessments, which the School must have in place under current regulations are:

- Fire Risk (see Fire Safety Policy)
- Young workers employed by the School/work experience
- New and expectant mothers
- Control Of Substances Hazardous to Health (see COSHH Policy)
- Lone working (see Lone Working Policy)
- Workplace equipment
- Confined space

The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos (see Asbestos Management Policy)
- Legionella (see Legionella Policy)
- Gas safety
- Electrical safety

Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider particular individuals and specific issues relating to the environment at Heathfield 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. Examples being as follows:

- **Safeguarding:** Please see Supervision Policy, Recruitment Policy and Safeguarding Children and Child Protection Policy
- **Educational:**
 - Science experiments
 - Art and design tasks
 - Each sport and PE activity
 - Duke of Edinburgh award activities
 - Music (including minimising the risk of hearing loss to staff)
 - Drama (including backstage, stage, props room and lighting box)
 - Dance
- **Medical:** The Surgery has risk assessments for First Aid and all other treatments and procedures.
- **Support areas:**
 - Cleaning: risk assessments and training are provided for cleaning equipment, as well as for manual handling, slips and trips, and the control of substances hazardous to health (COSHH).
 - Caretaking and security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the school, including boarding areas. Particular emphasis in training is given to minimising the

risk of fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos.

- Maintenance: risk assessments and training are provided for tools and equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance, and COSHH.
- Grounds: risk assessments and training are provided for tools and machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables, and COSHH.
- Catering: outsourced to Thomas Franks and the Catering Manager maintains activity based risk assessments.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Specific one-off risk assessments are written for educational visits or events at the School. Heathfield has a separate policy for educational trip involving pupils, this is overseen by the Assistant Head (Co-Curricular), who also fulfils the role of Educational Visits Co-ordinator (EVC), by approving all trips. For full details please see the “Educational Trips and Visits Policy” which covers routine trips, major trips and arrangements for dealing with external organisations.

Planning for significant events at Heathfield will also require a risk assessment. The event organiser should consider the following (please note this list is not exhaustive) with support from the Bursar:

- safety of temporary structures
- sufficient lighting
- safe access and egress
- first aid provision and equipment
- recording of accidents/incidents
- fire safety arrangements and venue capacity limits
- segregation of pedestrians and vehicles (Inc. parking arrangements)
- Safeguarding requirements

Pastoral risk assessments are either written and recorded or completed orally in a group setting. Safeguarding risk assessments are confidential and prepared by the DSL and the DSL team. These are stored on the relevant pupil’s safeguarding file. Information is shared, where needed, to protect individuals. Supervision requirements for an activity or in boarding will most often be considered in a group session.

Dynamic Risk Assessments 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.

Reviewing risk assessments

Risk assessments should be reviewed and revised:

- 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 employer 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, changes in management personnel, cutbacks in training etc.

Monitoring

Managers or appropriate persons shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise

checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

Risk Register

The Bursar has drawn up a list of major risks facing the School and presented to the Governors. This assessment is reviewed regularly and covers the financial procedures and controls, and the major risks to the School, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments
- Areas of potential risk

It also covers the measures taken to protect the school against such risks, including:

- Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects etc as needed.

Responsibilities

The **Bursar** is responsible for co-ordinating risk assessments and completing whole school risk assessments e.g. for fire safety.

Subject Leaders are responsible for producing risk assessments for their own departments and must ensure that their own departments follow endorsed School policies/ procedures.

The entire **School community** needs to be aware of the School's health and safety culture and to become involved with using and updating risk assessments as part of their daily routine.

Staff: All members of staff are given an induction into the School's arrangements for 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 pupils and visitors. They are responsible for co-operating with the Headmistress, the Bursar and other members of SMT in order to enable the Governors to comply with their health and safety duties.

Health & Safety Committee: This committee is chaired by the Bursar and normally meets once a term. The Committee consists of both Teaching and Support staff, and if required will be attended by the School's Health and Safety Consultant. The Health and Safety Committee will review and monitor risk assessments.

Headmistress: In consultation with the Bursar, the Headmistress will ensure that the School's Risk Assessment Policy is followed.

Governors: The Governors discharge their legal responsibility for risk management at the School, by appointing a Governor Representative to chair the Compliance Sub Committee, who reports back to the Governors on any topics of interest or concern raised, including health and safety matters.

Training

Heathfield as a responsible employer will provide appropriate risk assessment training for staff as necessary, as identified by their line manager.

Those who have a responsibility for the completion of risk assessments will initially be provided with basic (online and / or internally coached) risk assessment training.

This foundation training covers the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management.

The Bursar will assist staff as necessary to enable them to complete their assessment.

Specialised risk assessment training will be provided to staff as required ensuring appropriate expertise, monitoring and supervision.

Communication

Relevant information identified in the risk assessment regarding the hazards, their associated risks to the School and the appropriate control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate.

Record Keeping

Risk Assessments and associated documents must be kept for a minimum period of three years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

All current Risk Assessments are saved on Firefly and accessible to all staff.

Related Policies

- Educational Trips and Visits Policy
- First Aid and Medical Care Policy
- Health and Safety Policy
- Recruitment Policy
- Safeguarding Children and Child Protection Policy