



# BEESTON HALL SCHOOL

## **16a - RISK ASSESSMENT POLICY**

**Date:** 2023-2024

**To whom it applies:** All Pupils and staff.

**Responsibility for the Policy:** **Bob Hammond and Sandra Lubbock**

**Aims and Objectives of the policy:** To ensure all staff understand what comprises a risk and how to put effective measures in place to reduce or remove the level of risk to an acceptable level.

**Legislation, Guidance and Resources:** NA

**List of other school Policies referred to:** NA

**This Policy can be viewed at/on:** The school website.

**Acronyms used:** HSE (Health and Safety Executive) COSHH (Control of substances hazardous to health)

**Appendix:** 1 – Risk Assessment explanation and aims. 2 – Risk Assessment Template and Guidance for staff.

**Reviewed and Evaluated by:** **Sandra Lubbock, September 2023**

**Monitored by:** **Bob Hammond, September 2023**

**Implementation of the Policy:** On going by all staff.

**Next Review:** **September 2024**

## **Contents**

<b>1. Introduction</b>	<b>Page 3</b>
<b>2. Why have Risk Assessments?</b>	<b>Page 3</b>
<b>3. What areas require Risk Assessments?</b>	<b>Page 3</b>
<b>4. Specific Risk Assessment areas</b>	<b>Page 4</b>
<b>4.1 – Education</b>	<b>Page 4</b>
<b>4.2 – Pastoral</b>	<b>Page 4</b>
<b>4.3 – Medical and First Aid</b>	<b>Page 4</b>
<b>4.4 – Child Protection</b>	<b>Page 4</b>
<b>4.5 – Support Areas</b>	<b>Page 5</b>
<b>5. Access by Pupils</b>	<b>Page 6</b>
<b>6. Conducting Risk Assessments</b>	<b>Page 6</b>
<b>7. Specialist Risk Assessments</b>	<b>Page 8</b>
<b>8. Review of Risk Assessments</b>	<b>Page 8</b>
<b>9. Responsibilities of Staff</b>	<b>Page 9</b>
<b>10. Accident Reporting</b>	<b>Page 9</b>
<b>11. Audit Compliance statements</b>	<b>Page 9</b>
<b>Appendix 1</b>	<b>Page 11</b>
<b>Appendix 2</b>	<b>Page 13</b>

## **1. Introduction**

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.

The welfare of pupils at the school is safeguarded and promoted by the effective implementation of this policy. Appropriate action is taken to reduce risks that are identified on all levels.

- 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 and is a constant systematic process with a view to promoting children's welfare. There are many areas of school life that need risk assessing to ensure the school is safe for all involved and is viewed and considered as a safe place. Poor risk assessing can impact:

Site safety (Slipping, Tripping and falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, Legionella). Health and Safety (eg premises and equipment, public rights of way), matters related to pupil welfare (eg medical needs, supervision and school trips), recruitment-related issues (eg late DBS checks), matters related to safeguarding (eg Prevent, bullying, peer abuse, allegations), lessons (activities, recreation, sports, boarding), other issues of relevance to the particular school.

## **2. Why have risk assessments?**

Beeston Hall School has Risk Assessments as it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be

surprisingly 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.

### **3. What areas require risk assessments?**

There are numerous activities carried out at Beeston Hall, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

Separate policies cover each of the areas mentioned above.

### **4. There are also risk assessments in the following areas:**

#### **4.1 Educational**

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)

At Beeston Hall School we make use of model or generic risk assessments, for our educational activities and visits.

#### **4.2 Pastoral**

Our pastoral aim is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE and RSE programmes 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 on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own

safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

### **4.3 Medical and First Aid**

The Surgery has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the surgery and the Senior Nurse is responsible for ensuring that accident reports are passed to the Bursar and the Head.

The School's First Aid Policy explains the procedures that we would follow in the event of a medical emergency.

### **4.4 Child Protection**

Our Child Protection and 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 this regime to Governors, 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.

### **4.5 Support Areas**

- **Catering and Cleaning:** risk assessments and training are required for every item of 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. Particular 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 is required for every tool and item of 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 the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- **Grounds:** risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **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.

## **5. Access by Pupils**

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, and the design technology suite. Doors to these areas are kept locked when not in use. Pupils are only allowed 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.

## **6. Conducting a Risk Assessment**

When considering a new activity, firstly consult your Head of Department or a member of the SLT. They may be able to help.

Also look at the currently completed risk assessments to see if there are any areas already covered (see Shared Drive).

Where possible a detailed risk assessment should be undertaken using an existing format but you may also source risk assessments from professional providers for specialist activities (eg. Quad biking).

If one is not available then ask Bob Hammond (Deputy Head Pastoral and Educational Visits Co-ordinator) or the Bursar for guidance and follow the guidance for the area identified, completing an appropriate form and saving it to the shared area. Any standard form must be personalised to your own particular need and context.

In completing a risk assessment you should:

- Identify the likely hazard, any you can think of with your knowledge of the activity.
- Identify the control measures to minimize the risk.
- Use existing school systems/templates to complete the Risk Assessment.
- For obviously potentially hazardous activities, produce Safe Systems of Work for specific hazardous activities, such as DT or Rock Climbing.

All completed risk assessments should be checked by Bob Hammond and placed on the Shared Drive under the appropriate folder in the Risk Assessment area. In addition, hard copies should be printed off and placed in the following places:

- Staffroom notice board
- Office
- Matrons room
- Staff involved
- Fire folder
- Risk assessment folder in the Staffroom

## **7. Specialist Risk Assessments**

We will always employ specialists to carry out high risk tasks at the school. The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead

## **8. Review of Risk Assessments**

Risk Assessments are not a once-and-for-all activity; they should be 'living documents' that are reviewed and amended if necessary:

- After an accident, incident or significant near miss
- After any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
- Annually

The review should be conducted by the person/people responsible for the activity, area.

**All building risk assessments are annually reviewed in January.**

**All fire risk assessments are annually reviewed in August.**

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.



At Beeston Hall, we maintain a “library” of risk assessments on our staff shared drive for staff to refer to and adapt for their own use.

### **9. Responsibilities of 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 pupils and visitors. They are responsible for cooperating with the Head, the Bursar and members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

### **10. Accident reporting**

The Bursar is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, 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 school’s Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

### **11. Audit compliance statements**

An annual Statement of Recommended Practice (SORP) compliance risk assessment is presented by the Head and the Bursar to the Governors to approve as Trustees of the Charity at the same time that they review the audited accounts. This report analyses:

- The financial procedures and controls
- 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
- 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 that are regularly reviewed
    - Financial reserves policy
    - Use of professional advice from lawyers, accountants, architects, etc as needed
    - Formal review of compliance with the school's charitable objectives

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:

"The Governors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

## Appendix 1

### **Risk Assessment**

This is a careful examination of the risks association with both working practices and pupil activities.

- A hazard is anything that may cause harm.
- A risk is a chance, great or small, that someone will be harmed by a hazard.

The aim is to make sure that no one becomes ill or gets hurt. There are five steps to achieve this:

1. Look for hazards. Look at what may cause harm as a result of an activity.
2. Decide who might be harmed and how. Look at who may be affected by the work activity and how they may be affected; this may include members of the public, students, visitors, contractors and maintenance personnel.
3. Assess the risks and take appropriate actions. If you find a hazard that may be a risk you will need to decide what steps have to be taken to eliminate or reduce those risks as is reasonably practical. What needs to be done depends on whether the hazard is low risk or high risk. You can determine this by looking at what type of injury may occur and how often it may happen (use the tables and guidance provided). It may be possible to remove the hazard altogether or to take steps to reduce this risk to an acceptable level. If there is no risk present, then you do not need to take any action.
4. Record the findings. You will need to write down the more significant hazards and record the most important conclusions. The following need to be shown:
  - A proper check was made;
  - Those who might be affected were consulted;
  - All the obvious significant hazards were dealt with and an account was taken of the number of people who could be involved;
  - The precautions are reasonable and the remaining risk is low.

5. Review the assessment from time to time and revise if necessary.

It is important that you check the risk assessment, especially if there is a change in the working procedures. You will need to ensure that the assessment takes into account the new hazards, which may cause harm to the health and safety of pupils and staff, or other people who may be affected by the change in working conditions.

## Appendix 2

### Risk Assessment – Template and Guidance for staff

1 – **Front Cover** – This should be the Out of Schools Visit Form that can be found in the RA folder on staff shared and should contain any specific medical issues of any pupils on the trip.

2 – **Travel RA** – Minibus, Coach or other. – If using school minibuses, you should use the minibus template that can be found in the RA folder on staff shared.

3 – **Trip / Activity / Event RA** – This should be the RA from a specific venue, activity or event that you are attending and may/will vary in style. This is perfectly acceptable. most places have their own RA's.

4 – **Accommodation RA** - If a hotel or other type of accommodation is being used, a RA should be provided. This needs to include use of lifts and balconies if applicable as well as familiarisation with fire exits and the general use of equipment in the rooms. It should also include information for the pupils about how they can contact a member of staff during the night. For further advice please see BH.

5 – **Pupil Contact Information** – A list of emergency contact information should be provided for each pupil on the trip. This can be obtained from the school management system.

#### **General Information**

All RA's should follow this template and should be stored in the RA folder on staff shared. For any further advice and guidance please see BH.

All completed RA's **must** be presented to Bob Hammond at least 3 days prior to the trip and **must** be signed off before the trip may go ahead.

Once completed and signed off all RA's should be placed in the RA folder in the Common Room.