



## Risk Assessment Policy

*This policy is inclusive of all pupils in the school including those in the Early Years Foundation Stage*

**Reviewed: January 2022**

**Reviewed by: C Symonds**

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

### **OBJECTIVES**

- 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.

### **GUIDANCE**

- The Bursar and Heads of Department will be responsible for the implementation of this policy
- This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance
- All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar and Heads of Department Advice for completing a Risk assessment is included below
- The school refers to the CLEAPSS Advisory Service for assessments in Science

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 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 (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

### **WHY HAVE RISK ASSESSMENTS?**

Risk assessments are a legal requirement. By focusing 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. 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.

## **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out at Moulsoford, 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
- EYFS settings
- Activities, both in school and after school.

The school carries out separate risk assessments to cover each of the areas outlined below.

### **Educational**

Science

Design and Technology

Each sport and PE activity

Art

Boarding

ICT – Social Media

Educational Trips

After School Activities

### **Support**

Catering and cleaning

Caretaking and security

Maintenance

Grounds

Office

At Moulsoford we make use of model or generic risk assessments, for our educational activities and visits. These can be found in our Risk Assessments folder on the school intranet. Staff are required to read them as part of their completion of the Trip Proforma.

## **PASTORAL**

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping himself safe on the streets, in the home and in all situations. Our PSHE 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.

## **MEDICAL AND FIRST AID**

Matron has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Office and Matron is responsible for ensuring that accident reports are passed to the Bursar. Parents complete a medical form before the son enrolls at school and this highlights any allergies the pupil may have. This information is appraised by the matron and

disseminated to the catering department, other relevant individuals and recorded on the School Management System.

## **CHILD PROTECTION**

Our Child Protection 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 and volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

## **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 all areas including laboratory, stairs, corridor and emergency exit in the entire school. 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 are required for every 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 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 are required for every 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.

## **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 river bank, science laboratory and the design technology room. 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.

## **COMPLETING A RISK ASSESSMENT**

The risk assessment process will consist of the following 5 steps:

- What is the hazard?
- What risks can potentially come from this hazard?
- What control measures are you going to put in place to limit the risks?

- What actions are to be taken to ensure that the control measures work?
- When will this policy be reviewed and updates made?

## **DEFINITIONS**

HAZARD – Something that could potentially cause harm.

RISK – What factors could cause harm.

CONTROL MEASURE – What can be put in place to reduce the risk.

1. A written Risk Assessment is necessary on each activity which presents an unacceptable risk to safety. The detailed assessments must aid to remove, control or protect persons from the risks identified. Where control measures cannot be put in place to make the activity safe, the activity should not do ahead. Here is the point where critical judgements may have to be made and where initially further help may be necessary to arrive at the best decisions.
2. 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, Increased staffing ratios, Safety Procedures/Working Practices, Specialist Training, Mechanical Assistance, Contracting Out etc.
3. Re-assess the risk level considering the effect of the control measures.
4. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.
5. Where there is potential for the person's health to be affected health surveillance may be required. This should be recorded.
6. A procedure should be developed for the necessary action to take in the event of an emergency.
7. All assessments should be dated, recorded and 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.

**Risk assessments are intended to achieve a safe environment with safe systems of work that will protect everyone involved.**