



King Edward's

WITLEY

Risk Assessment Policy

1. Purpose

This policy details King Edward's approach to Risk Assessment as part of the overall management of Health, Safety and Wellbeing of pupils, staff, visitors and members of the public.

The policy is intended in respect of the safety of pupils, in particular, to emphasise that risks need to be considered in the widest context in order to ensure their safety.

2. Aims

The School's Governors are committed to effectively manage risks and promote the safety and welfare of all members of the School community. The Governors aim to ensure that all operations within the School environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice.

It is recognised that risks are inherent in everyday life and it is our aim to adopt a 'whole school' approach to the management of such risks with an emphasis on pupil safety.

'Risk Assessment' is one tool that the School will employ to identify, evaluate and manage risks. The Risk Assessment process will be robust, responsive to change and complement the School's operations. As Risk Assessments are continually reviewed and revised, all relevant parties will receive ongoing training to maintain competency and confidence in the process.

3. Definitions

Risk Assessment: A risk assessment is a tool for conducting a formal examination of the risks a hazard poses to people (or an organisation) that could result from a particular activity or situation.

At the School this includes slipping, falling, property (fire), strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

Hazard: A hazard is something with the potential to cause harm.

Risk: The evaluation of the probability (or likelihood) and severity of harm from a hazard occurring.

High Risk Individuals include:

- Young persons under the age of 18
- Expectant and nursing mothers
- Workers with a disability
- Lone workers

High Risk Activities include:

- Lone/out of hours working
- Working in confined spaces
- Working at height
- Manual handling
- Off-campus visits

Hazards induced by people include:

- Working on a one-to-one basis
- Working in secluded areas
- Risks resulting from irrational behaviour
- Risks resulting from poor anger management

Risk control measures include:

- Follow the “Five Steps to Risk Assessment” approach for risk management
- Substitution by something less hazardous and risky
- Enclosures for isolating hazards and risks
- Emergency off controls
- Lock-out/tag-out
- Guarding/segregation of people
- Safe systems of work that reduces the risk to an acceptable level
- Written procedures that are known and understood by relevant parties
- Adequate supervision
- Induction training
- Identification of training needs
- Training and periodic refresher training/toolbox talks
- Information
- Personal protective equipment
- Feedback and reporting mechanisms
- Hazard identification and hazard registers

4. Responsibilities

4.1 Management

Overall responsibility for Risk Assessments lies with the School Governors and Senior Management.

4.2 Training

In line with the Health and Safety at Work, etc. Act 1974, the School will provide adequate information, instruction, training and supervision to enable staff to discharge their responsibilities and to work safely.

Risk Assessment Training will be delivered at the following stages of employment:

- Induction
- At the beginning of a new work activity, if necessary
- Whenever there is a significant change in work activity
- Possibly following prolonged absence
- Ongoing as refresher training to ensure competence is maintained

In addition to the basic Health and Safety training all staff receive about their workplace, role specific Health and Safety training will be identified and delivered to individuals in specific roles and departments. The level and amount of Risk Assessment training will therefore be appropriate to an individual's role, knowledge and experience. Training records will be maintained.

Temporary employees will receive induction and be informed of appropriate risk assessments.

4.3 Assessment

The responsibility for assessing risks within each department lies with the Head of Department. They are responsible for identification of hazards, the assessment of subsequent risk and the implementation of appropriate control measures.

4.4 Support

The School's Interim Health and Safety Officer and Health and Safety Advisor support daily Health and Safety activities. Support activities include training and development, risk assessment, spot checks, inspections, advice and communication.

4.5 Staff

While staff members receive appropriate training to discharge their duties in a safe manner, they are still 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 Director of Finance & Administration, the Interim Health & Safety Officer and other members responsible for Health and Safety in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Head of Estates on a day-to-day basis, utilising the works requisition system.

5. What areas require Risk Assessments?

All departments require General Risk Assessment of the workplace. Where specific hazards are identified, Specific Risk Assessments will be used to manage risk.

In addition to both Academic and Non-Academic departments, there are numerous activities carried out at the School, each of which requires its own separate risk assessment.

The following departments are deemed higher risk and thus Specific Risk Assessments would be expected:

Academic

- Art
- Design Technology
- Drama
- Food Technology
- Music
- Science
- Sport and PE
- Offsite visits with a residential or adventurous component

Non-Academic

- Facilities
- Estates
- Grounds
- Laundry
- Medical Centre & First Aid

The School makes use of model or generic Risk Assessments for educational activities and visits where possible. The School subscribes to the CLEAPSS Advisory Service, and follows their advice regarding Risk Assessments for Science, Design and Technology, Art and Design and Food Technology activities, utilising the CLEAPSS pro forma documentation in these higher risk departments.

Support Areas

Catering

Catering is outsourced. As a specialised area of Health and Safety, the provider manages the School's catering and food Health and Safety and Risk Assessments. However, it is important to the School that there is integration of Health and Safety activities and Catering staff are invited to take part in School Health and Safety training; the Catering department offer reciprocal food Health and Safety training; the Catering Manager takes part in the Governors' Health and Safety meetings; the Catering Manager has regular meetings with the Interim Health and Safety Officer and the Health and Safety Advisor. The Interim Health and Safety Officer and the Health and Safety Advisor will conduct periodic inspections of the Catering Department to ensure standards are being met.

Cleaning

Risk Assessments are in place to cover all significant risks. These are reviewed on an annual basis or after any significant changes to people, activities, equipment or materials referred to in the Risk Assessment. Specific training is given to cleaning staff on hazard identification, relating particularly to the areas of emergency procedures, manual handling, fire prevention, lone working, safe work practices, security and chemical handling. Staff are encouraged to identify, report and seek remedial action to potential hazards and risks.

Security Generally

Risk Assessments are in place to cover all significant risks. These are reviewed on an annual basis or after any significant changes to people, activities, equipment or materials referred to in the Risk Assessment. Risk Assessment training relating to security focuses on the identification of hazards and reporting those hazards for remedial action and assessment.

Estates (Maintenance)

Risk Assessments and training cover all significant risks and are reviewed on an annual basis or after any significant changes to the people, activities, equipment or materials referred to in the Risk Assessment. Particular emphasis in training is given to hazards and risks surrounding manual handling, slips, trips and falls, working at height, ladder safety, lone working, asbestos, confined spaces, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH).

Grounds

Risk Assessments and training cover all significant risks and are reviewed on an annual basis or after any significant changes to the people, activities, equipment or materials referred to in the Risk Assessment. Particular emphasis in training is given to hazards and risks surrounding manual handling, slips, trips and falls, working at height, lone working, asbestos, fire safety, ladder safety, equipment safety and the control of substances hazardous to health (COSHH).

Administrative Staff

Display Screen Equipment (DSE) assessments are required for all staff that work daily on display screen equipment for an hour or more. Specific Risk Assessments are required for Laptop users who meet the same usage criteria.

Unsupervised Access by Pupils

The School ensures that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the Science laboratories, the Design Technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

Child Protection

The School's Child Protection policy (available on the School website), together with training for all staff, form the core of the 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 and comply with the prevailing legislation in this area – currently 'Working together to Safeguard Children', updated July 2018, a guide to inter-agency working and 'Keeping Children Safe in Education' statutory guidance for Schools and Colleges (September 2019). By extending this regime to Governors and volunteers, and by ensuring that everyone in the community receives regular child protection training, this risk is managed to an acceptable level.

6. The Risk Assessment Process

The School adheres to the principle of doing what is 'reasonably practicable' to protect people from harm.

Responsibility for each department lies directly with the Head of Department who is responsible for the creation and maintenance of all Risk Assessments within their own department. Support and training are delivered by the Health and Safety Adviser, Interim Health and Safety Officer and Acting Fire Officer. Fire Risk Assessment is the responsibility of the Acting Fire Officer.

The School has adopted the Health and Safety Executive Guidance on Risk Assessment and the 'Five Steps to Risk Assessment' approach, shown below:

Step 1 - Identify hazards

Step 2 - Identify who could be harmed and how

Step 3 - Evaluate the risks and decide on the precautions

Step 4 - Record your findings and implement them

Step 5 - Review your assessment and update if necessary

6.1 Identify Hazards

Adopting a 'whole school' approach, all staff and relevant parties are trained in Hazard Identification on an ongoing basis. The 'whole school' approach aims to identify dynamic hazards and risks such as ice, broken steps, faulty lighting, etc.

On an annual basis, Heads of Departments will inspect their own departments with a view to identifying hazards and ensuring previous Risk Assessment management and control measures are still effective and relevant. A checklist is provided to aid the Head of Department when inspecting, and support and guidance are available on request from Health and Safety professionals.

After inspection, the risk assessment must be reviewed and updated.

Hazards are categorised as:

- Places
- Activities, processes, tasks
- Plant, equipment, materials
- People

For departments, a *General Risk Assessment* is conducted which concentrates the assessor on the immediate work place. Where hazardous equipment, materials, activities and vulnerable people are identified in that general environment, a *Specific Risk Assessment* will be conducted on that item.

6.2 Identify 'who' may be harmed

Who may be harmed can be categorised as:

- Pupils
- Staff
- Visitors
- Parents
- Contractors
- Public

6.3 Evaluate the Risks

The Risk Assessor must evaluate the Likelihood and Severity of risk from an identified hazard. Where risks are already controlled, the Assessor must monitor the effectiveness of the control to decide whether they are sufficient. Where there is residual risk, additional control measures must be considered and the resulting risk rating must be satisfactory.

6.4 Review of Risk Assessments

Where Risk Assessments are reviewable, the minimum period will be the lesser of:

Annually; or

After any change that could affect the content of the risk assessment (e.g. refurbishment, relocation, upgrade).

The School maintains a copy of completed Risk Assessments and these are available for reference by staff.

The School is committed to a process of continuous improvement and, as such, the Risk Assessment process is organic and develops over time to meet the needs of a dynamic workplace.