

Risk Assessment Policy

Written By	Bursar
Date for Review	October 2021
ISI Codes NMS	

Staff are to read in conjunction with the COVID-19 RA and incorporate the School’s actions into their assessments. If help is required, they are to contact the Bursar.

RISK ASSESSMENTS

1. **Introduction.** As part of managing the health and safety the School you must control the risks in the workplace. To do this the School must identify what might cause harm to people and decide what reasonable steps are required to prevent that harm. This is known as risk assessment and it is required by law. A risk assessment is not about creating huge amounts of paperwork, but is about identifying sensible measures to control the risks in the School and on trips. Risk assessments will decide whether risk is covered or further mitigation is required. The School will concentrate on real risks – those that are most likely and which will cause the most harm. The aim of Risk Assessment is to ensure that nobody gets hurt or becomes ill as a result of hazards caused by:

- a. The fabric of the school
- b. As a result of school activities.

2. **Responsibility.** All staff have responsibility for safety at the School and responsibility for the adequate assessment of risk in their own working environment whether it be classroom, kitchen, maintenance, office, grounds, boarding house or sports field; assessing risk and writing assessments is the business of all members of staff. When assessing risk, the assessor should look carefully at any hazards involved in the activity, particularly those involving children: Are all reasonable precautions taken? Is the risk acceptable? Could safety be improved or should alternative methods be used?

3. **Competence.** Staff receive both updates and training on completing Risk Assessments. Where a Risk Assessment is specific and requires training (CLEAPPS, Forest School, sports), the School will ensure the lead has the relevant qualification and/or experience to be current and competent to write the assessment.

4. **Risk assessment.** Risk Assessment will establish the following:

- a. **Hazards.** The hazards associated with a particular activity. A hazard means anything which can cause harm, for example: chemicals, electricity, grounds machinery, catering equipment, damaged property and equipment, scientific experiments, the use of sharp tools, sport and games activities, outdoor pursuits, expeditions, repair work, use of ladders, floor cleaning, etc.

- b. **Risk.** The Risk (i.e. likelihood and severity) of an accident. Risk is the chance, great or small, that someone will be harmed by the hazard.
 - c. **Control Measures.** The control measures being employed to minimise the risk of an accident occurring.
 - d. **Monitoring.** Which staff is responsible for monitoring the risk?
 - e. **Remedial Action.** Any further action to be taken to adequately control the hazard.
 - f. **Post trip/event Review.** After the event or trip, review your risk assessment and where a lesson has been identified, write a short email with the issue, identified lesson and your solution, and copy to all staff.
5. **The Five Steps to Risk Assessment.** The following guide will aid in preparing a risk assessment. If a member of staff requires assistance, the Bursar can provide assistance/coaching.
- a. **Look for the Hazards.** Ignore the trivial, look for anything significant which might cause harm.
 - b. **Decide Who Might Be Harmed and How.** People may be occasional visitors to your workplace, cleaners, parents, etc. Is there any chance harm could be caused by factors in your working area?
 - c. **Evaluate the Risks¹.** Evaluate the risks arising from hazards and decide whether existing precautions are adequate or more could be done. For example some teaching activities have an element of risk and it is the teachers' responsibility to assess this and decide if further safety action is needed. If something needs to be done ask yourself: Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?
 - d. **Record your Findings.** Write down any significant hazards that you discover on a risk assessment form. Decide on the likelihood and severity of the risk factor and enter on the form. List the existing control measures and consider whether they are satisfactory. Pass the completed assessment forms to the Bursar. If further action is needed, discuss this with the Bursar and complete the Remedial Action section of the form. Assessments need to be suitable and sufficient; it may not be possible or desirable to eliminate risk altogether. The real points are: Are the precautions reasonable? Has a form been completed thoroughly and filed to show that a proper check was made? This will show that you have done what the law requires.

¹ Medical and dietary risks associated with staff or children are to be specific and to include the names and the specified mitigation. Matron is the first point of contact for detail.

- e. **Review Your Assessment.** Review your assessment from time to time and revise it if necessary. New machines or equipment will be added from time to time and these should be added to your assessment of risk in your teaching, work activities. If a new activity has a significant element of risk for the class this should be considered and recorded if necessary.

6. **Risk Assessment Documentation.** Risk Assessment forms will normally be completed by the member of staff responsible for that area or activity. There are two standard templates:

- a. **Standard template.** The School's standard Risk Assessment form should be completed for all day to day activities around the school where hazards may be encountered by children and/or adults. The activity itself may be considered hazardous, the equipment used, the time the activity is carried out or its location. As well as these factors, damage or wear and tear on equipment or the fabric of the building must be carefully looked at when considering risk in our School environment. Risk Assessments for day to day activities should be reviewed as required or when the activity is repeated, completing the review section of the form. If there are supporting staff they should review the assessment and initial and date to confirm they have read and understood it. A copy is at Annex A.
- b. **Annual template.** The annual template is required for departmental risk assessments that are reviewed and updated annually. It is the Head of department's responsibility to complete. The Bursar will review to ensure the assessment has been completed. A copy is at Annex B.

7. **Wider risks.** The School is aware of a number of wider risks including some associated with Safeguarding, visitors or health risks. The detail is contained within specific policies. The School does risk assess:

- a. New staff that may be waiting on DBS.
- b. Pregnant staff.
- c. Emergency plans for staff or pupils with permanent or temporary disabilities when appropriate.
- d. Children with allergies or specific eating needs.
- e. Pastoral concerns – where a child has a pastoral concern a Risk Assessment may be written to assist the management of the child/member of staff.

The list is not exhaustive. Where staff have a concern, they are to contact the Bursar to discuss.

8. **Timelines.** The timeline for staffing risk assessments are:

- a. **Normal Trips.** Normal trips are defined as not involving very long distance travel, overnight stays or hazardous activities. An Event Plan document is completed by the organiser and submitted to the Deputy Head for authorisation seven days before the trip; he passes a copy to the Bursar to approve the risk assessment.

- b. **Higher Risk Trips.** Require the authority of the Headmaster and the Bursar, and the completion of standard Risk Assessment forms for each stage of the trip, from departure to return. When activity centres are used, they are asked to provide a copy of their own risk assessments as well as any accreditation and public liability insurance certificates; these are checked to ensure they are complete and up to date. The timeline will be specific to each trip; however, authority must be received prior to any financial commitment being made.

- c. **Standing risk assessments.** Reviewed in each Michaelmas term for sign off by the start of the Lent term. Reviewed and updated immediately in the event of a significant accident or change to legislation or direction from a regulatory body.

Annexes:

- A. Standard template.
- B. Annual template.

ANNEX A

Sherborne Prep School Activity or Area Risk Assessment Form

Name of Assessor:

Date of Assessment:

Activity or area being assessed:

Review date for this risk assessment: next trip visit

What are the hazards?	Who might be harmed and how?	What are you already doing to control/reduce the risks?	What further action is necessary to reduce the risk to an acceptable level?	Action by whom?	Action by when?	Done? Initial here.

Notes:

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- 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).

Seen by HOD (Date/Sig):	
Seen by Bursar (Date/Sig)	

Staff signature	Printed name	Date

Annex B

ANNUAL/STANDING RISK ASSESSMENT

AREA:

ACTIVITIES:

PERSONS AT RISK:

HAZARDS:

RISK LIKELIHOOD:
 REMOTE IMPROBABLE **POSSIBLE** OCCASIONAL REGULAR

RISK SEVERITY:
 Equipment damage only – no injury Trivial injury Minor injury Major injury Fatal injury

EXISTING CONTROL MEASURES:

MONITORING:

REVIEW MONTH:

ASSESSMENT COMPLETED BY: _____ **DATE:** _____

REVIEWS: Tick "No change" or tick "Action Required" and complete "Remedial Action Required"

No Change								
Amended								
Date								
Signed								

REMEDIAL ACTION REQUIRED

Completed (and added to control measures if appropriate):