

## **Risk Assessment Policy and Procedures**

### **Policy**

The school is committed to promoting the safety and welfare of pupils, staff and visitors. The highest priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but best practice. Risks are inherent in every day life. We need to identify them and provide systems for minimizing them. The school will therefore ensure a comprehensive Risk Assessment structure is in place and for staff to receive relevant training and guidance within this field.

### **Procedures**

#### **General information**

The Director/Head of Department is responsible for ensuring Risk Assessments are completed, followed and updated regularly for their Department. The department Health and Safety representative may be responsible/assist with this. Risk Assessments must be completed for educational visits/activities/ use of equipment/shows and special events, in or out of the school and for any room/area of the premises and any procedure. Risk Assessment forms should be completed by the Director/Head of Department or the relevant member of staff involved with the risk that is being assessed. All completed forms will be stored centrally and electronically, by department as listed below in the Staff Resources folder for all staff to refer to and use as necessary.

#### **Forms**

The blank forms are available in Staff Resources/Health and Safety/Risk Assessments. There are 2 types of blank forms, one to include all hazards on one document and one for individual hazards per document. When forms have been completed, please 'save as' in your Department Folder and sub folder. Folders are set up as 'read only' for all staff, with permissions for relevant staff to amend. For Educational Visits, please complete and use the generic Risk Assessment in Staff Resources/Educational Visits/Risk Assessment. Currently, we are not saving the completed Educational Visits forms electronically in Staff Resources.

#### **Completing Risk Assessments.**

1. Complete general details. This must include the exact date the Risk Assessment was made and the name of the person undertaking the risk assessment.
2. Consider all tasks, activities and situations.
3. Identify those who may be exposed to the hazards.
4. Identify and name the hazards and the harm they could cause.
5. Add the controls that you have/will put in place to reduce the risk.
6. Add any additional information/advice for staff.
7. List locations where the Risk Assessments should be displayed and the staff who will receive a copy.
8. Copy forms to relevant staff and discuss with them the necessary actions and how the safety measures will be integrated into their tasks.
9. Save the completed Risk Assessment electronically in the Staff Resources folder.

10. Note and act on any incidents that may have occurred and require additional controls in the future. Monitor the measures for suitability and effectiveness, Review and introduce any corrective actions. Amend and re-circulate risk assessment.

Examples of Hazards: fire, equipment, crowds, weather, vehicles, machinery, noise, gas, heat, chemicals, heights, tools, animals, sport, large groups, unknown vicinity, medical conditions etc..

Examples of Harms: slips, trips, burns, cuts electrocution, suffocation, crushing, pushing, too cold, too hot, poisoning, fractures, stains, lost/missing pupils, fainting , re-actions too not having required medication etc..

Contact Director/Head of Department/Health and Safety Representative or Nicky Milne for assistance.

### Index for folders

#### **Staff Resources/Health and Safety/Risk Assessments**

- **Academic:** General, Art Department, IT Department, Science Department  
Textile Department
- **Pastoral:** General, Boarding Areas, Medical Centre
- **Theatre:** General, Productions
- **Vocational :** General, Dance, Drama, Music, MTC, TA/PFC, TPA, Wardrobe
- **Whole School:** General,

#### **Staff Resources/Educational Visits**

- Policy & Procedures
- Request Form
- Risk Assessment Form

**Risk Assessments for the following departments are held by the department only.**

**HR** to include; Expectant Mothers, Supervision/no DBS, Young Persons/Work Experience.

**Estate Services, Caretaking & Security:** to include: Fire Risk Assessments for each property, tools, equipment, manual handling, slips & trips, working at heights, lone working, asbestos, legionnaires, contractors on site, electricity, gas, water, hazardous substances (COSHH) .

**Catering & Housekeeping:** to include: all items of catering and cleaning equipment, manual handling, trips and slips and the control of hazardous substances. (COSHH)