



# Risk Assessment Policy

# Bancroft's

Independent Co-educational Day School 7–18

# RISK ASSESSMENT POLICY

## 1. AUTHORITY AND CIRCULATION

- 1.1 This policy has been authorised by the Governors of Bancroft's School. It is available to parents and pupils and to all members of School Staff.
- 1.2 This policy is drafted in accordance with the Handbook for the Inspection of School – The Regulatory Requirements, Part 3. Health and Safety Executive, Five steps to risk assessment.
- 1.3 This policy can be made available in large print or other accessible format if required.
- 1.4 This policy should be read in conjunction with the School's Health and Safety policy, Educational Visits Policy, Fire Safety Policy and 'risky areas' risk assessment.

## 2. SCOPE

The School's risk management strategy covers all areas of risk within the School including academic, financial, estates, operational and governance risks. This policy focuses on health and safety risks and is applicable to **all those with responsibility for undertaking risk assessments for areas or activities that are under their control**. This includes the requirements of the Independent School Inspectorate Regulations (ISSRs).

## 3. AIMS OF THIS POLICY

- 3.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 3.2 To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- 3.3 To identify those in the School responsible for conducting risk assessments and monitoring their implementation.
- 3.4 To ensure that suitable and sufficient risk assessments are undertaken for areas or activities where there is likely to be significant risk, including school trips.
- 3.5 To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 3.6 To ensure that identified control measures are implemented to control risk so far as reasonably practicable.
- 3.7 To ensure that those affected by school activities have received suitable information on what to do.
- 3.8 To ensure that the risk management strategy and risk assessments are recorded and reviewed when appropriate.

## 4. WHO IS RESPONSIBLE?

- 4.1 The Head, Senior Deputy Head, Head of the Prep School and Governors will be responsible for the overarching management of risk within the School.
- 4.2 The Chief Operating Officer (COO) will devolve to the Operations Director the day to day responsibility for monitoring the implementation of this policy and for providing training to support staff in assessing and dealing with risks.
- 4.3 The Senior Deputy Head (Senior School) and Head of Prep (Prep School) will devolve to the Heads of Department and staff involved in activities or with responsibilities for areas of the School that may present a risk, the responsibility for implementing this policy, maintaining and updating risk assessments, training teaching staff and taking action to mitigate risks as required.

## 5. GUIDANCE

5.1 **Background** – Health and Safety legislation relies on organisations and individuals taking responsibility for their actions that might cause harm. The Health and Safety Executive (HSE) monitors adherence to health and safety legislation and has the power to enter a premises at any time and to serve notices to stop an activity or to require remedial action. The HSE does not expect you to, *'take account of hazards other than those which are a reasonably foreseeable cause of harm, taking into account reasonably foreseeable events and behaviour'*. A **reasonably foreseeable** risk is a danger which you might reasonably anticipate as the result of something that is done or not done. And **significant** means that it is 'sufficiently great or important to be worthy of attention'.

5.2 **Approach** – The School's approach to assessing risk is predictive – i.e. it utilises risk assessments to anticipate what might go wrong and requires **suitable and sufficient control measures** to be put in place to reduce risk to an acceptable level. The impact and likelihood of risks are assessed and given a tolerance rating:

- if **manageable** – Acceptable with no further controls
- if **significant** - Acceptable **ONLY** with further appropriate controls
- if **intolerable** – Unacceptable – cannot undertake activity/use facility

5.3 **Scope** - This guidance is applicable to **all general risk assessments for areas and activities**. In some instances, such as with assessments involving asbestos, fire, water quality and hazardous substances or in science laboratories, where specialist knowledge or skills may be required, there is separate guidance in the School's main Health and Safety Policy. The following key risk areas will require assessments:

- The School site – grounds and building.
- Pupil supervision (including safeguarding and welfare requirements).
- All educational activities inside and outside the classroom that might include exposure to hazards, including school trips.
- The security of staff and pupils on site including the management of visitors and contractors.
- Fire and emergencies.
- Management of hazardous areas including traffic and pedestrian interactions on site.
- Management of hazardous substances.
- Use of hazardous equipment.
- The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site

5.4 **Training** - All staff will receive guidance on assessing risks as part of their induction. Risk assessment training will be provided for staff in specialist areas as identified by Heads of Department, those new to leading trips and those agreed with the COO.

An interactive Risk assessment tool is available at <https://www.myriskassessment.co.uk/>. This may assist staff.

5.5 **Forms** - Template risk assessment forms can be provided by the COO or compliance officer – an example is in Appendix One. In the Science Department the CLEAPSS advisory service model risk assessments will also be used.

5.6 **Risk Areas / Responsibilities** - A non-exhaustive list of required risk assessments for key areas is in our 'risky areas risk assessment' document. This includes risk assessments for:

- Art
- Buildings general
- CCF
- Cleaning
- DT
- Great Hall

- Grounds
- Kitchens
- Maintenance
- Old Loughts
- Performing Arts
- Prep School
- Science
- Site Security
- Sport
- Traffic movement on site
- West Grove

Those indicated as being responsible for a particular area or activity should consider whether additional risk assessments are required. If appropriate a single risk assessment may cover several areas.

**5.7 Activity Risks** – Staff leading activities are responsible for conducting risk assessments. This includes risk assessments for trips whether overseas or local. Where third parties are conducting training or activities the Bancroft’s organiser of the activity must ensure that risk assessments have been conducted. Trip risk assessments must consider threats to the security of students and staff, whether terrorist-inspired or likely as a result of, for example, contact with persons showing aggressive behaviours, drunkenness, or drug use. Guidance on appropriate measures should be sought from trip coordinators.

**5.8 How to assess Risks – the 5 Steps** – In assessing a risk, the assessor will take into account:

1. Identify the **hazard?** – something with the potential to cause harm – an action/event, substance or physical thing. Only significant hazards need to be considered.
2. Assess **who** might be harmed and **how?** - an evaluation of the likelihood of the hazard causing harm and nature of the harm.
3. Evaluate the Risks:
  - 3.1. Identify what **control measures** are already **in place?** – ie those things that you or others have done to remove the hazard or to reduce its effect (See Hierarchy of Hazard Controls below).

**Note:** the HSE requires that all **suitable** and **sufficient** controls must be put in place. ‘**Suitable**’ means that it must reflect what is truly going on, which is not necessarily what you assume is going on. ‘**Sufficient**’ means that the person doing the risk assessment must have the correct skills and competency to make the judgement.

- 3.2. Assess the **remaining risk?** - by impact, likelihood and overall ability to tolerate the risk
- 3.3. Consider what **additional controls** are **required** and by when?
4. Record and implement findings/**further actions** – by who and when?
5. Review and update – **date?**

**Note 1:** a ‘**Significant**’ rating requires additional controls to be put in place before undertaking the activity. An **Intolerable** rating means that this activity must be stopped immediately and/or the area cordoned off to limit exposure to the hazard.

**5.9 Hierarchy of Hazard Controls** – there are 5 levels of control that should be applied in order 1-5. The first three focus on the hazard, by reducing the likelihood of harm. The last two focus on managing behaviours, which can both reduce the likelihood of harm and its severity:

1. **Elimination** – ie remove the hazard or stop using the hazardous material
2. **Substitution** – ie use safer alternatives
3. **Isolating** - or preventing access
4. **Reducing exposure** – controlling via Safe Systems of Work.
5. **Using PPE** - Personal Protective Equipment.

5.10 **Reviews** - Risk Assessments must be reviewed:

- When there are changes to methods of work.
- After a near miss or accident.
- When there are changes to staff involved in the activity.
- When there is a change of venue.
- When there are changes to good practice.
- When there are changes to legislation.
- Every other year (Biennially) - if for no other reason.

## 6. ADMINISTRATION / ACTION

6.1 As soon as a risk assessment is updated the following action is to be taken:

6.1.1 The Deputy Head responsible for oversight of the activity area or COO are to be informed of issues that require attention. **These are to be logged on the risk assessment and a record kept indicating when the action was complete.**

6.1.2 Electronic copies of risk assessments are to be stored electronically by those responsible for them

6.1.3 Signed paper copies are to be kept for examination by ISI or other inspectors.

## 7. MONITORING

7.1 **Continuous** - Those conducting an activity or using an area with a hazard present are to continuously re-assess the safety of the activity even if the risk assessment has assessed the tolerance rating as **Manageable**.

7.2 **On review** – The requirements to reassess risks are outlined in 5.10 above. Department Heads should review those assessments conducted by their staff before they are signed and submitted in electronic and hard copy to the Maintenance Manager.

7.3 **Periodic** - Risks assessments will be reviewed by the Welfare, Health and Safety Committee on a periodic basis.

7.4 **External Audit** – An external Health and Safety advisor will review health and safety policies and practice throughout the school on a biennial cycle.

7.5 **Governance review** – the Governing Body and its subcommittees review strategic and operational risks in accordance with the School's risk management strategy. This process includes a review of the Health and Safety Committee actions and reports from external auditors.

## Appendix One

Example risk assessment template:

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>	<b>Arrangements for monitoring by senior staff</b>

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.