RISK ASSESSMENT POLICY

The Governing Body recognises that, in view of its unique responsibility for a vulnerable group in our community, it must endeavour to attain the highest standards of health, safety and security. Further, the Governing Body accepts its responsibility for ensuring that the School operates in a manner that is both supportive and protective of the environment. This policy also covers Early Years Foundation Stage pupils in the school.

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The school is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

This policy should be read in conjunction with the following:

- Health and Safety Policy
- Fire Safety Policy
- First Aid and Medicines Policy
- Safeguarding Policy (refer also to guidance on managing safeguarding risks document)
- Educational Visits Policy and Handbook
- Swimming Pool Policy

Overall responsibility for risk management within the School rests with the Governing Body. The Governing Body has delegated the overseeing of risk and Health and Safety to the Audit and Risk Management Committee for strategic management and to the Headmistress for the operational management of health, safety and risk. Within the School the Headmistress devolves health safety and risk management to the Senior School SLT and Lower School SLT, and to the members of the Health and Safety Committee.

It is the responsibility of Heads of Department and Departmental Line Managers to ensure that risk assessments are in place for their area/department. They can complete the assessments themselves, or instruct other staff to undertake them. The School contracts the services of Compliance H&S who act as our competent person and actively assists staff with carrying out risk assessments.

All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmistress, and all other members of the SLT in order to enable the Governors to comply with their legal health and safety responsibilities.

All staff are responsible for reporting any risks or defects to the relevant member of staff (a line manager or the Estates Manager in the Senior School or the Deputy Head in the Lower School).

RISK ASSESSMENT POLICY

Risk Assessments are also required for any activity that is undertaken on site or during the course of educational visits. The Trip Leader is responsible for ensuring that adequate Risk Assessments are in place for each trip, visit or activity according to the Educational Visits Policy and Handbook.

The School will follow the Health and Safety Executive's 5-stage approach to Risk Assessments:

Step 1 – Identify the hazards.
Step 2 – Identify who might be harmed and degree of severity.
Step 3 – Evaluate the risks and decide on precautions.
Step 4 – Record and implement findings.
Step 5 – Review assessment and update if necessary.

Copies of risk assessments should be in date and signed by the Assessor and the responsible person undertaking the tasks. These should be held in the area of work, with copies held by the Estates Manager ensuring they are available for inspection by the HSE, Governing Body and the outside Inspectorates as required.

Risk assessments should be reviewed and revised:-

- Annually.
- When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.
- When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment etc.

All significant findings should be recorded and brought to the attention of relevant personnel (line managers, Estates Manager in Senior School, Deputy Head in Lower School).

1. Specific Risk Assessments

Following current regulations and guidelines the school have in place the following:

- Fire Risk
- Young workers employed by the School/work experience
- New and expectant mothers
- Control Of Substances Hazardous to Health (the School follows CLEAPSS risk assessments and recommendations)
- Legionella
- Asbestos
- Gas and Electricity safety

- Lone working
- Workplace equipment (including Personal Protective Equipment)

All risk assessments have **specific templates** that will assist in the completion of the task; these are available from, and should be completed with, the Health and Safety Officer (see **Appendix 1)**

The school also recognises that there are areas of particular risk to its staff and pupils. Specific Risk Assessments are available for the following areas:

- Classrooms – workshops and science laboratories
- Sports fields and tennis courts
- Entrances and Exits (including ramps and steps)
- Car Parking and Car Parks
- Maintenance workshops
- Kitchens (Lower School, Senior School)
- Boiler Rooms (Lower School and Senior School)
- Top Garden (Senior School)
- Steps (Senior School and Lower School)
- Corridors (Senior School and Lower School)
- Tower Steps (Senior School)
- Gym/Fitness Suites (Senior School)
- Hall and Balcony (Senior School and Lower School)
- Road Crossings (Senior School)
- Swimming pool (Lower School) (also see The Queen's School's Swimming Pool Policy)
- Climbing Frames and playgrounds (Lower School)
- Kiln area (Lower School)
- The Pond (Lower School)

2. Other Types of Risk Assessment

Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider particular individuals.

Specific Assessments may be produced using a generic template, but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task, for example a one-off trip, and return to work assessment or functions such as an external letting.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However, they can be noted in a full Risk Assessment as an on-going assessment of the risk.

RISK ASSESSMENT POLICY

As part of the measures for the control of contractors, on site risk assessments and, where applicable, method statements must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Estates Manager to obtain these.

External clubs and users of the school facilities will also be asked to submit their own risk assessments. It is the responsibility of Estates Manager to obtain these as part of the contract process. In turn and on request any risk assessments relating to the environment they are using that have been produced by the School will be shared.

3. Guidelines for Written Risk Assessment

Definitions:

HAZARD – Something with the potential to cause harm

RISK – The likelihood of harm being realised and its severity

1. Identify and record an activity, process or operation, where there is potential for injury or damage.
2. Consider whether it is essential for the activity to continue, given that without the hazard there is no risk.
3. Identify the hazards within the activity, e.g. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.
4. Determine the risks involved and what type of incident is anticipated, e.g. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, e.g. employees, visitors, customers, contractors.
5. Estimate the risk level without the benefit of any control measures using the **matrix** below.
6. 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, safety procedures/working practices, training, mechanical assistance, contracting out etc. Personal Protective Equipment (PPE) should only be considered as the last resort if alternative control measures cannot achieve a lower risk level.
7. Reassess (quantify) the risk level with existing control measures in place to ensure that the risk is reduced – if it is not then further controls will be needed, see below.
8. Some additional control measures may be required to reduce the risk level further.

Share and discuss with all persons involved in the activity/process/operation and obtain signatures to confirm their understanding and involvement.

Complete the Risk Assessment form (see **Appendix 1**)

The completed assessments should be signed and dated by the Assessor.

RISK ASSESSMENT POLICY

All assessments should be reviewed annually or when there is any significant change, whichever is sooner; this is indicated on the top of the assessment document.

This Risk Assessment Matrix may help you determine the risk rating of each activity:

Severity / Likelihood	**Slightly harmful** e.g. superficial injury or temporary discomfort or distress	**Harmful** e.g. sprains, minor fractures or ill health	**Extremely harmful** e.g. major fractures or injuries and fatalities
Highly unlikely	Low	Low	Medium
Unlikely	Low	Medium	High
Likely	Medium	High	Very high

Copies of all Queen's School Risk Assessments are located in Shared Documents. Hard Copies can be made available in The Senior School by the Estates Manager and at The Lower School by the Head.

ACCIDENT REPORTING

The Health and Safety Officer is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the Governors' Audit and Risk Management Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

RISK ASSESSMENT POLICY

The Queen's Senior School

'Risky Areas'

Destination	Location
Science block	Science and Technology Rooms
	Art
	Drama
PE Gymnasium	Gymnasium
	Top floor PE studio
School grounds (front of school)	Sports Fields
	Tennis Courts
	Pavilion (&steps)
School grounds (rear of school)	Astro Turf
School grounds	Top Garden and steps
School grounds	Entrances and exits
	Ramps
	Car parking
	Road crossings
Steps and stairs	General
	Tower Steps
Caretaking	Maintenance Workshop
	PPE
Kitchens	Main Kitchen
	Food and Nutrition classroom
Main School	Hall and Balcony

RISK ASSESSMENT POLICY

The Queen's Lower School

'Risky Areas'

Destination	Location
Nedham House (first floor)	Science and Technology Room
Nedham House (first floor)	Balcony Area
Nedham House (rear of site)	Steps (Hall exit, loggia area)
Grounds (rear of site)	Tennis Courts
Grounds (front of site)	Entrance gates
Grounds (front of site)	Loggia Doors
Grounds (front of site)	Car Park
Grounds (rear of site)	Maintenance Workshop
Grounds (rear of the site)	Sports Fields
Nedham House (ground floor)	Kitchen
Nedham House (cellar area)	Kiln area
Grounds (rear of site)	Swimming pool
Grounds (rear of site)	Pond
Grounds (Infant Playground)	Foxtail Climbing Tower Stage Area
Grounds (KS2 Playground)	Tweddle Towers (Climbing Frame) Monkey bars Stage Area
Grounds (KS2 Playground)	Ramps

RISK ASSESSMENT POLICY

Appendix 1: Risk Assessment Form:

Area/Activity Assessed		**Date**	
Assessment Completed By		**Person(s) Consulted**	

Persons Exposed	**Employees**	☐	**Contractors**	☐	**Young Person**	☐	**Expectant Mother**	☐	**Visitors and/or Public**	☐	**Trespassers**	☐
Frequency of Exposure	**Continually**	☐	**Hourly**	☐	**Daily**	☐	**Weekly**	☐	**Monthly**	☐	**Yearly**	☐
Duration of Exposure	**Less than 1hr**	☐	**1-2 hrs**	☐	**3-4 hrs**	☐	**5-6 hrs**	☐	**7-8 hrs**	☐	**More than 8 hrs**	☐

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low Risk No Action Required. 9-15 - Medium Risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures

	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.									
2.									

RISK ASSESSMENT POLICY

	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
3.									

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed

RISK ASSESSMENT POLICY

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

RISK ASSESSMENT POLICY