



Risk Assessment Policy

Including all of the Pre-Prep Department and Early Years Foundation Stage

DJJK

Updated October 2018

Review and Amendment Record

Date	Person Conducting the Review	Changes Made
19 Sep 16	PMS	
24 May 17	PMS	Simplification of risk assessment template and process
01 Oct 18	DJJK	Change of appointment and review

Introduction

1. This policy provides direction and guidance for an effective risk assessment process and regime to cover the safe conduct of all Summer Field School activities. The School's approach to risk should:
 - Meet legislative requirements of the Management of Health and Safety at Work Regulations 1999.
 - Manage risk across all activities to support education and learning outputs.
 - Balance appropriately the needs of safety and risk mitigation with other demands placed on people's time.
 - Ensure that those people responsible for leading activities must lead the assessment process, feel that they understand the risks and controls required sign the assessment to this effect. Where control measures are to be applied by more than one person they should be centrally briefed by the lead organiser and their attendance recorded.
 - Utilise a systems approach in order to deliver a safe and healthy safe school environment.

When to Complete a Risk Assessment

2. In the first instance the School must have in place the Risk Assessments stipulated within the Management of Health and Safety at Work Regulations act 1999. In addition, where there are identified risks that need to be managed to allow the activity to take place a Risk Assessment must be completed and control measures identified put in place. An example would be working in the DT department or the playing of Rugby. The Domestic Bursar who acts as the Health, Safety and Compliance Manager will manage the risk assessments database which will detail the required and enduring Risk Assessments. Risk Assessment responsibilities will follow the

Management of Health and Safety at Work Regulations 1999

3. The Lead Competent Person for Health and Safety is the Operations Director with responsibility for ensuring that effective Health and Safety systems are in place.
4. 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. 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 assessment themselves, or instruct other staff to undertake them. The Domestic Bursar who acts as the Health, Safety and Compliance Manager will provide the necessary support. 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.

5. 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 or by the Trip Leader, with digital copies available for inspection by the HSE, the school's Governing Body and Inspectorates as required.
6. Specific Risk Assessments, which the School must have in place under current regulations are:-
 - Fire risk;
 - Young workers employed by the School/work experience;
 - New and expectant mothers;
 - Control of Substances Hazardous to Health;
 - Lone working;
 - Workplace equipment;
 - Confined space.

All the above have specific templates that will assist in the completion of the task; these are maintained by the Domestic Bursar who acts as the Health, Safety and Compliance Manager.

Risk Assessment Review

7. 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, changes in management personnel, new markets or applications for the School's products, cutbacks in training etc.
 - All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks. The School's Risk Assessment template at Appendix A gives further guidance.
8. Risk Assessments should be produced using the template at Appendix A. Generic risk are a useful start point but they must be adapted, as appropriate, to consider particular individuals and specific issues relating to the environment at Summer Fields or the area where the activity is taking place. Key amongst these is the age of the children taking part and their particular ability related to the activity. They should also be signed and dated to confirm that all staff have been made aware of the contents and that they consent to ensure that all identified means of mitigation will be applied.

Guidelines for Written Risk Assessment

9. Definitions

Risk Assessment	A tool for conducting a formal examination of the harm of hazard to people (or an organisation) that could result from a particular activity or situation.
Hazard	Something with the potential to cause harm
Risk	The likelihood of harm being realised and its severity
Risk Control Measure	The measures and procedures that are put in place in order to minimise the consequences of unfettered risks (e.g. staff training, clear work procedures, heat detectors, fire alarms, gas and electrical shut down points and insurance)

10. Process. As supported by the Risk Assessment Template at Appendix A.

- **Part A.** Identify and record an activity, process or operation using the Risk Assessment form at Appendix A, where there is potential for injury or damage.
- Consider whether it is essential for the activity to continue,
- **Part B.**
 - Identify and describe the hazards, e.g. using machinery, walking along a river bank, playing rugby, confined spaces, working at height, electricity, manual handling, lone working etc. Identify who will be exposed to the hazards.
 - Determine the risks 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.
 - Estimate the risk level without the benefit of any control measures using the matrix included with the Risk Assessment template at Appendix A. 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.
 - Confirm that the control measures identified will be implemented.
- **Part B.** Share and discuss with all persons involved in the activity/process/operation and obtain signatures to confirm their understanding and appropriate involvement.
- **Part C.** The Bursary is to complete a review of any previously related incidents and confirm that appropriate mitigation has been taken to prevent reoccurrence. Confirm that appropriate licences and insurances are in place when using third party service or activity providers.
- **Part D.** The completed assessments should be signed to indicate that the risks have been assessed appropriately and managed to an acceptable level by the person authorising the activity;
 - Sport – Director of Sport
 - Activities - Head of Activities,
 - Academic activities and trips - Director of Studies,
 - High Risk and residential activities – Headmaster

Review of Policy

11. This policy will be reviewed annually or where incident or regulatory change demands more urgent change.

Circulation for comment and input:

Health and Safety Committee, Headmaster, Deputy Headmaster, Operations Director, Director of Studies, Director of Sport, External Visits Coordinator, Head of Boarding, Safeguarding Officer, Senior Sister.

Publication:

S Drive - Policy Folder

Part C - Signatures of Supervisory Staff Involved in the Activity

Printed Name	Signature	Printed Name	Signature

Part D - Bursary Review

Have there been any incidents of persons being injured, since this risk assessment was last reviewed?

If YES, how many?

What, if any, additional safety measures need to be put in place?

If this activity is being offered by an external provider.

Yes / NO

If YES, are the appropriate licences and insurances in place

Part E - Authorisation	

Summary of risk – The person authorising the activity is to assess the management of the risks and confirm that any residual risk is acceptable.

- | | | |
|---|---|--|
| A | The assessment suggests that the potential risk to health from the activity is not currently significant | |
| B | The assessment suggests that the potential risk to health from the activity is significant, however controls are in place which reduce the risk to acceptable levels | |
| C | The assessment suggests that the potential risk to health from the activity is significant, despite the current controls which are in place. Further assessment and control measures must be considered to remove or reduce the risk to acceptable levels | |

Activity authorised by Director of Sport / Head of Activities / DOS	Activity authorised by Headmaster
Signature: _____ Date: _____	Signature: _____ Date: _____

The Activity taker is to retain a copy of the completed risk assessment for easy reference whilst conducting the activity.

But in addition:

Signed and completed risk assessments for trips are to be passed to the School Secretary for scanning and uploading into School Manager.

All other signed and completed risk assessments are to be passed to the Domestic Bursar for scanning and uploading into the S Drive.

Risk Assessment – Supporting Notes

RISK LEVEL CALCULATOR

Probability or Likelihood Rating/Criteria			Severity or Outcome Rating/Criteria		
1	Highly unlikely	→ No known history	1	Trivial injury	→ No first aid
2	Possible	→ Foreseeable in unlikely circumstances	2	Minor injury	→ First aid required
3	Probable	→ Foreseeable in any circumstances	3	Major injury	→ A+E hospital action
4	Likely	→ Odd incident has occurred	4	Major injury to many	→ Injured persons
5	Inevitable	→ Common occurrence	5	Death	→ One or more persons

The **RESIDUAL RISK LEVEL SCORE** (between 1 & 25) is calculated by multiplying the **PROBABILITY RATING** (between 1 & 5) by the **SEVERITY RATING** (between 1 & 5) based upon the criteria above. This assumes that **all** the controls identified in the risk assessment above, together with any generic ones which are referred to, are already in place.

Probability or Likelihood score	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	Severity or Outcome score					
	1	2	3	4	5	

1 to 6 = Low	This indicates a managed risk, requiring little action or response, simple control required
8 to 15 = Medium	This indicates a medium risk to be controlled, requiring effective action or response. The level of severity may indicate that greater control is required. Consult Health & Safety adviser to discuss control measures
16 to 25 = High	This indicates that full control and response is required. Specific and detailed management and impact of controls is necessary. Always consult Line Manger and Health & Safety adviser to discuss control measures

Review of Risk Assessments should take place:

- When time expired (six-monthly or annually)
- Whenever there is a change of operation, procedures or equipment
- Whenever there is a change of personnel involved in the process
- In the event of a near miss, incident, or accident