



RISK ASSESSMENT POLICY

1.1 INTRODUCTION

1.2 A risk assessment is a tool for conducting an examination of the hazard to people, or the School, that could result from a particular activity or situation.

- A *hazard* is something with the potential to cause harm.
- A *risk* is an evaluation of the possibility of the hazard occurring.
- A *risk assessment* is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- *Risk control measures* are the measures and procedures that are put in place in order to minimise the consequences of the risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers, insurance).

1.3 Risk assessments can be used to identify the potential hazards to people (e.g. slipping); to property (e.g. fire); strategic (e.g. reputation); financial (e.g. falling pupil rolls); compliance (e.g. safeguarding and child protection issues) and environmental (e.g. asbestos).

1.4 Risk assessments are a legal requirement. By focussing on prevention - as opposed to reacting when things go wrong - it is often possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

2.1 AREAS WHICH REQUIRE RISK ASSESSMENTS

2.2 There are numerous activities carried out at OLA, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety procedures and risk assessments
- Educational visits, trips, expeditions – both in the UK and abroad.

All academic departments are required to do a generic risk assessment, but additional risk assessments also needed for several areas, including:

2.2 *Educational*

- Science experiments
- Design and Technology (including Textiles)
- Food Technology
- Each sport/PE activity and location
- Duke of Edinburgh award
- Art (including the kiln)
- Music
- Drama (including back stage, stage, props room and lighting)

At OLA we make use of model or generic risk assessments for various educational activities and visits. We subscribe to the DE Ford risk management service that provides model risk assessments and checklists for us to follow and advises and trains staff as necessary.

2.3 Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping themselves safe on the streets, in the home and in all situations. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Within lessons, safety aspects are taught as a matter of course, for example in PE, Science, ICT, Food Technology, Textiles and Product Design.

2.4 Medical and First Aid

The School Nurses maintain risk assessments for first aid and all other treatments and procedures. In the Senior School, accident forms are maintained in the Medical Room and the School Nurses are responsible for ensuring that accident reports are passed to the Vice Principal. In the Junior School, records are passed to the Headteacher and maintained in the School's office. The School's separate First Aid policy explains the procedures that we would follow in the event of a medical emergency.

2.5 Safeguarding and Child Protection

Our Safeguarding and Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to governors and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

2.6 Support Areas

- **Catering and Cleaning:** our contractors are aware that risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Premises and Security:** risk assessments cover every room, laboratory, set of stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices. A site risk assessment also considers security.
- **Maintenance:** risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- **Outside Area:** risk assessments and training is required for use of tools and machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

2.7 Access by pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, science laboratories, design technology workshops, food room. Where practicable, doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the maintenance workshop and catering working areas in the school.

3.1 CONDUCTING A RISK ASSESSMENT

3.2 The assessment is based on determining the risk, which is summarised

below: Determine Severity

Extreme	Fatality or life threatening illness/disease to one or more persons.
Major	Major injury or illness/disease causing long term disability to one or more person, including broken bones, occupational disease and ill-health.
Serious	Significant Injury or illness causing short term disability to one or more person.
Minor	Minor incident including injury to one or more individuals such as cuts, scrapes, minor bruising and skin irritation.

Determine Likelihood of Occurrence

Likely	Where it is certain or almost certain that harm will occur in the next year.
Possible	Possible for harm to occur in the next year.
Unlikely	Where harm is unlikely to occur.
Rare	Has happened very rarely/never before.

Calculate Risk

Risk Rating		Severity			
		Minor	Serious	Major	Extreme
Likelihood	Likely	Low	Medium	High	High
	Possible	Low	Medium	Medium	High
	Unlikely	Low	Low	Medium	High
	Rare	Low	Low	Low	Medium

For example, if you judge the likelihood to be *Possible* and the *Severity* as Serious the matrix will give you a Medium (amber) risk rating.

Risk Level	Action and timescale
Low (Green)	No additional control measures are usually required. Consideration may be given to more cost effective solutions or improvement that imposes no additional cost burden. However, control measures must be monitored to ensure effectiveness, taking corrective action where necessary.
Medium (Amber)	Further control measures are required to reduce the risk. Where significant resources are required, short term interim measures may have to be taken until long term measures are implemented. Where the severity is 'high' or there is a high likelihood of harm, urgent action should be taken.
High (Red)	Work should not be <i>started or continued</i> until the risk has been reduced.

3.3 Determining Appropriate Action

An example of possible control measures to match situations are:

Situation: Teachers and pupils waiting to be picked up outside in hot sun or wet weather conditions for an unknown period of time after an outing.

Possible control measures:

- The teacher in charge and the driver are in mobile phone contact.
- The teacher in charge has made a reconnaissance visit and discovered where the group can wait out of the rain or sun.
- Bottled water is carried by pupils and staff.
- All staff carry visit packs, and can phone the school to advise that there will be a delayed return.
- A Clarion Call message sent to parents explaining that the coach has been stuck in traffic, but that there is nothing to worry about.
- All members of staff had held a meeting beforehand to discuss the outing and the risk assessment.

3.3 Medium Risk Activities

We undertake a few medium risk activities such as skiing, but only using qualified instructors. Some of the experiments carried out in science classes also have a residual amber rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment and to follow instructions.

3.4 Specialist Risk Assessments and High Risk Activities

We will always employ specialists to carry out high risk tasks at the school. The Bursar or Premises Manager arrange for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead
- Swimming Pool

4.1 REVIEW OF RISK ASSESSMENTS

4.2 All risk assessments should be reviewed annually. Risk assessments should also be reviewed and recorded, when major structural work is planned, or in the event of an accident. The Facilities Manager will arrange for regular health and safety audits of the fabric of the school, its plant, machinery and equipment. The catering and cleaning contractors will arrange for auditing the catering and cleaning functions and for water sampling. The pool manager is responsible for the swimming pool checks.

4.3 Risk assessments for school visits should be completed by the member of staff in charge of the event and checked by the educational visits coordinator, not later than 1 week before the visit (1 month for visits abroad). Guidelines for school visits are available to staff on the computer network. In the Senior School, risk assessments are signed off by the Principal – or the Vice Principal in his absence. This is done by the Headteacher in the Junior School.

4.4 Risk assessments for school events should be completed by the member of staff or parent responsible for the event, not later than 1 week before the event, and checked by the Vice Principal before it is passed on to the Principal for signing. In the Junior School this is done by the Headteacher.

5.1 RESPONSIBILITIES OF ALL STAFF

5.2 All members of staff are made aware of the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, 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 Principal, the Headteacher, the Bursar, other members of the LT and the Facilities Manager in order to enable the Governors to comply with their health and safety responsibilities. All members of staff are responsible for reporting any risks or defects to the Bursar or Facilities Manager.

6.0 ACCIDENT REPORTING

The School Nurses, or First Aider in their absence, are 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 Vice Principal, who will make a report to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). In the Junior School this is done by the Headteacher. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.



Mr D Heavens
Governor & Chair of Health & Safety Committee



Mr E McCabe
Chair of Governors