

# RISK ASSESSMENT POLICY

---



**Kimbolton School**

Health and Safety Policy Arrangements

## Policy Introduction

The School wants to ensure that all operations within the school environment, both educational or support, are delivered in a safe manner that complies fully with not just the law but also best practice.

Risks are inherent in everyday life and we need to identify them and adopt systems to minimise them. Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

### Definition

- A **Risk Assessment** is a tool for conducting a formal examination of the harm or hazard to people or an organisation that could result from a particular activity or situation.
- A **Hazard** is anything that has the potential to cause harm
- A **Risk** is the combination of the likelihood of the hazard occurring and the consequence.
- A **Risk Rating** is the resulting measurement of the risk.
- **Risk Control Measures** are the procedures that are put into place in order to minimise the consequences

### Legal Position

It is the School policy to comply with the law as set out in *The Management of Health and Safety at Work Regulations 1999* with respect to risk assessments.

## Organisation

### Conducting Risk Assessments

Suitable and sufficient written risk assessments should be undertaken for activities where there is likely to be a significant risk. Assessments should identify control measures that are implemented to reduce them so far as reasonably practicable.

**Heads of Department and Support Service Managers** are responsible for:

- a) Providing and maintaining written risk assessment(s) for their department.
- b) Producing safe systems of work which should be drawn up based on the hazards highlighted in the risk assessments.
- c) Informing all relevant staff of the risks and the safe systems of work relevant to them.
- d) Monitoring, reviewing and updating all risk assessments on a regular basis.

A guide to risk assessment called "OUCH!", a generic risk assessment and a risk calculation chart are provided to assist with this. All these documents are annexed to this policy.

**All Staff** should:

Act in accordance with all safety rules, regulations and training both statutory and School and conform to any safe system of work that may be developed.

### Assessments Under Health and Safety Regulations

Details of risk assessments required to comply with areas of health and safety legislation will be set out in the arrangements for each specific policy. The Health and Safety Manager completes the following as required:

- Contractors
- DSE (Workstation Assessments)
- First Aid
- Pregnancy

### General Risk Assessments

The Health and Safety Manager also completes the following:

- Access to School Grounds and Buildings by the General Public
- Movement of Vehicles on Site
- General Areas on Site
- Risky Areas on Site

### Generic Risk Assessments

The Health and Safety Manager also produces generic risk assessments to assist Heads of Department and Support Service Managers in completing specific assessments for:

- COSHH
- Lone Working
- Manual Handling
- Working at Height
- Young People
- School Events and Productions

### Sciences, DTE, Food and Nutrition, Textiles and Art

The School subscribes to the CLEAPSS Advisory Service that provide model risk assessments for lessons as well as professional training for both teachers and technicians.

### Educational Visits

As set out in the Educational Visits Policy risk assessments are required to be completed for all trips.

### Safeguarding

An assessment of risks in relation to pupil supervision and welfare requirements is set out in the Safeguarding Policy.

### Specialist Risk Assessments

The School arranges for specialists to carry out the following risk assessments:

- Asbestos
- Fire Safety
- Ionising Radiations
- Legionella
- Noise
- Tree Management

More details of these assessments can be found in the relevant Health and Safety Policy Arrangements section.

### Dynamic Risk Assessment

The definition of **dynamic risk assessment** is “The continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing, in the rapidly changing circumstances of an operational incident.”

The School recognises that many assessments are dynamic, forever changing to deal with the changing nature of the situation. It is not realistic to write all these down, but an assessment must take place, nevertheless. The process allows individuals to identify a hazard on the spot and make quick decisions in regards to their and others safety.

However dynamic risk assessment should not replace written risk assessments for activities where there is likely to be a significant risk.

### Governors Risk Management Register

Annually a Risk Management Assessment is considered by the full Board of Governors. This report analyses the wider issues, controls and major risks to the school including:

- Financial, including loss of fee income
- Recruitment procedures
- Damage to reputation
- Terrorism, including the prevention of fundamentalism and extremism
- Pupil self-harming
- Security, particularly in boarding and EYFS area.

## **Planning and Implementing**

### Information, Instruction and Training

Information and instruction should be given those people affected by the risks highlighted in the risk assessment.

Particular emphasis is given to minimising risks by training. Induction and refresher training covers areas such as fire safety, accident reporting and first aid. Heads of Department and Support Staff Managers should ensure that adequate training is provided if a risk assessment highlights a need.

## **Monitoring**

As well as on a regular basis (usually every two years), all risk assessments should be reviewed and recorded if:

- the activity, risks or conditions change
- personnel or legislation changes
- there are changes in good practice
- an accident or near miss occurs
- an audit or enforcement action has taken place

## **Review**

The policy is reviewed and updated regularly (at least every two years), or each time that a new measure is introduced.

## **Further Information**

**HSE Books ISBN 978 0 7176 6456 6**

Approved Code of Practice HSG65 *“Managing for Health and Safety”*