

Risk Assessment Policy and Procedures Policy

Introduction and Objectives

The purpose of this policy is to enable the College to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all College business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations. This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the College has an absolute duty to carry out risk assessments to ensure such obligations are met. The Independent School Regulatory requirements demand that the College ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified. The College must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils (and others) will be harmed through negligence and lack of foresight or proper planning.

The purpose of Risk Assessment

By focusing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally, or where appropriate more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting.

What is a risk assessment?

Risk assessment is a tool for conducting a formal examination of the harm or hazard to people, particularly in the College's case to staff and pupils that could result from a business activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard (harm) 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, actions and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers). Risk assessments are used to identify the

potential hazards to people from the College's activities (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste).

Responsibilities for Risk Assessments

The College's responsibility

It is the College's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely teachers, Heads of Department if applicable (e.g. Science), their direct line managers (e.g. Vice Principal (Academic/Pastoral) and the Health and Safety Manager. This responsibility includes recognition of the particular nature of the College as a boarding school and the associated risks e.g. security of pupils. The Health and Safety Manager monitors and evaluates risk assessments, and reports on risk assessment to SLT and the proprietor. LSI will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments. The teachers and Heads of Departments or Managers have control over the activities in that department and therefore need to ensure decisions made take into account safety requirements. A key way to achieve this is by completing a risk assessment and ensuring work activities within the department are carried out safely. Heads of Departments, if applicable, or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department. Heads of Department or Managers should ensure that risk assessments are stored on the shared area for ease of access and reference. Heads of Department or Managers should ensure department risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis. Line managers are expected to ensure this happens.

Responsibilities of all staff

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 health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager.

General Arrangements

Each department is responsible for ensuring risk assessments are in place for all work activities. The Health and Safety Manager will work with all departments to provide advice and support. General risk assessments should consider the following generic hazards:

- Safeguarding of pupils

- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Preventing unauthorised access to high risk areas

Pastoral risk assessments

These are either written and recorded or completed orally in a group setting. Safeguarding risk assessments are confidential and prepared by the DSL and the Deputy DSL. These are stored on the relevant pupil's safeguarding file. Information is shared, where needed, to protect individuals. Supervision requirements for an activity or in boarding houses will most often be considered in a group session.

Educational Areas

There are number of higher risk pupil focused activities which take place at LSI, each of which requires risk assessment:

- safeguarding, child protection, and Prevent
- science experiments
- each sport and PE activity
- art activities and equipment (including the clay and print studios)

Those leading trips, are responsible for the completion of risk assessments, and the Health and Safety Manager. LSI subscribes to the CLEAPSS Advisory Service (www.cleapss.org.uk) that provides model risk assessments for activities in Science and Art and Design.

Classroom and Office Risks

In line the HSE's guidance, the College has created and uses a generic Health and Safety Checklist for classroom use, such as English, History and Geography classes. The Health and Safety checklist will be provided to teachers annually, each teacher should complete the checklist and return it to the Health and Safety Manager. All teaching subjects will be asked to complete the H&S checklist to assist with providing a safe environment for teaching and learning to take place. Office staff will also be requested to complete a simple health and safety checklist, although these are low risk work

environments it is important to ensure safe access/egress, suitable lighting and ventilation for example.

Educational Visits

On induction to the LSI staff, all teachers are briefed on the “Do’s and Don’ts” and “Actions On” regarding routine school trips, such as lecture visits or theatre trips. Every teacher reads and signs a copy of a risk assessment form devised for this purpose. This standard risk assessment document covers key aspects of supervision and responses to incidents.

Access by pupils to risky areas

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially hazardous areas, such as cleaners’ cupboards or the Science Laboratory.

Student Welfare and Supervision

When completing risk assessments, staff, particularly teaching staff should ensure safeguarding risks to pupils are considered and documented. One of the controls used to protect pupils will be adequate competent supervision.

Requirements for contractors engaged on behalf of LSI

If a contractor is employed to undertake work on behalf of LSI the person engaging the contractor must ensure appropriate arrangements are in place before work starts. The requirements include:

- Suitable and sufficient risk assessment that covers the work must be provided by the contractor
- Public and Employers Liability Insurance – copies must be provided by the contractor.
- Safeguarding arrangements must be adhered to.

The contracting member of staff must liaise with the Health and Safety manager to ensure appropriate vetting checks are in place for the contractor staff or arrangements for suitable supervision of the contractor. These requirements apply to contractors undertaking maintenance work, for example.

First Aid risk assessment

The Health and Safety Manager has undertaken a risk assessment to establish the level of first aid provision required. This risk assessment concluded that 4 qualified first aiders were required.

Conducting A Risk Assessment

A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations. To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritise putting in place, appropriate and sensible control measures. It is crucial that the risk assessment

contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks. When completing a risk assessment the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless your work activities increase the risk. Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. This is what is meant by a hierarchy of control. The list below sets out the order to follow when planning to reduce risks you have identified. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

1. Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
2. Substitution - Replace the material or process with a less hazardous one.
3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
4. Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
5. Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Review of risk assessments

All risk assessments should be regularly reviewed:

- If there is significant change in the circumstances, e.g. new equipment/ways of working
- After an accident or incident
- If the original assessment is no longer valid, e.g. change in legislation or changes in technology/science.
- In all other cases regularly (annually)

Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practices change or in the event of an accident. The College's arrangements for the management of health and safety, includes plans for regular health and safety audits of the fabric of the school, its plant, machinery and equipment. The College operates a fault reporting system that all staff members have access to, for the reporting of faults and hazardous conditions on the premises. As each department (teaching and support), review and develop their risk assessments it will be possible to maintain a log of risk assessments on the LSI shared drive for staff to refer to and adapt for their own use.

Policy updated: Seán P Buckley and Michael McGrath, February 2019

Next review date: August 2019