

Redmaids' High School

Risk Management and Assessment: School Activities



REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL

1. Risk Management Policy Statement

The governing body will ensure that major Risks (see Appendix 1) are identified and managed as part of an overarching policy with a view to promoting children's welfare.

The governing body aims to provide a safe, secure and healthy environment for all staff, students, contractors and visitors to the School. We recognise that this policy alone cannot ensure safe, secure and healthy working conditions. Only good practice will ensure safety and security. It is everybody's responsibility to make sure that their conduct ensures that our School is as safe as it can reasonably be and that Risk is managed as far as is "reasonably practicable".

2. Definitions

Hazard: Something with the potential to cause harm to people and/or property.

Risk: The likelihood (chance) that a Hazard will cause harm to people and/or damage to property and the severity of that harm.

Consequence: The likely outcome if an event occurs.

Control Measure: The action taken to reduce the Risk, either by reducing the likelihood or the Consequences.

Risk Assessment: A careful examination of what activities could cause harm to people*, so that you can weigh up whether you have taken enough precautions or should do more.

*people = groups such as; students, employees, visitors, contractors, members of the public (not individuals)

3. Introduction

This document explains Redmaids' High School's approach to Risk Assessments and how the school will comply with the Management of Health and Safety at Work Regulations 1999.

Risk Assessments provide information that enable decisions to be made regarding the development of safe systems of work that protect the health and safety of employees, students and others, and to protect equipment and property from damage.

Redmaids' High School's Risk Assessment system has been designed to be simple to operate. It incorporates a minimum of paperwork and can be easily recorded for reference, and for presentation in the event of enquiries from external Enforcing Authorities and others.

The requirements for school trips are detailed in the separate School Visits Policies (Junior and Senior).

The school adopts the CLEAPSS model of Risk Assessment (Hazards) for lessons in Science.

Where specialist skills are required i.e. asbestos, legionella, hazardous substances separate guidance is in place.

4. Objectives

- To ensure that suitable and sufficient Risk Assessments are undertaken for activities where there is likely to be significant Risk.
- That identified Control Measures are implemented to control Risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on the Risks involved.
- That the Risk management policy and Risk Assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting Risk Assessments and monitoring implementation of the policy.
- All staff will receive guidance on Risk Assessment as part of their induction, if applicable. This will be refreshed on an annual basis. Risk Assessment training will be provided on specific areas where identified by the Head of Department.

5. Responsibilities

Governing Body

The governing body has a fundamental role to play in the management of Risk within the School. Its role is to:

- Set the tone and influence the culture of Risk management within the School;
- Ensure that all decisions consider health and safety, student welfare, safeguarding and security matters;
- Approve a contingency budget which could cover health, safety and security matters;
- Support the management team in determining which kinds of Risks are acceptable and which are not;
- Annually review, or more if required, the School's approach to Risk management and approve changes or improvements to key elements of its processes and procedures;

- Ensure that the School has appropriate monitoring systems;
- Annually sample a small number of Risk Assessments and;
- Review the School's Risk register at Governor committee meetings.

The Head/Headteacher

Responsibilities may be delegated to the Deputy Head Operations, Chief Operating Officer (COO) or Health & Safety Officer as appropriate.

- Ensure that Risk management extends to all staff, including governors, supply teachers, visiting teachers (such as music and drama), contractors, visitors, volunteers, and all external staff who run clubs and activities for the students, parents and students;
- Keep the governing body informed about the implementation of this Risk management policy;
- Ensure that all key staff are familiar with the process of completing a Risk Assessment and know where and how to store and retrieve one;
- The implementation of the Risk Assessment policy;
- Ensure that all new staff are aware of this policy and the School's approach to Risk management;
- Check the accuracy and suitability of Risk Assessments where these have been completed by other people;
- Ensure that an annual review of Risk Assessments takes place;
- Ensure that Risk Assessments are stored appropriately and are accessible;
- Ensure that the advice of appropriate specialist School staff is sought to assist with or clarify any aspect of Risk Assessment.

HoDs/SMT and other role holders listed in the below table

The areas listed in the table below have been identified as presenting significant Risk. The role holders are responsible for the following:

- The completion of the Risk Assessment;
- Maintenance of Risk Assessment records including the review and sign off of each;
- Consulting with those affected by the Risk Assessment;
- Ensuring staff within their department receive suitable information;
- Communicating the findings of the Risk Assessment to those affected by it;
- Ensuring additional Control Measures are implemented before the activity begins;
- Reviewing the Risk Assessment on a regular basis, when something changes, following an incident or if there is reason to believe it is no longer valid and
- Ensure that they report any concerns to the Head/Headteacher.

Area of responsibility	Role holder
Junior school	Headteacher
Science department	HoD Science
Chemistry	HoD Chemistry
Biology	HoD Biology
Physics	HoD Physics
Radiation	HoD Science / Radiation Protection Supervisor
Dark Room	HoD Art
Design Technology	HoD Technology
Food Technology	Head of Food Tech
Textiles	HoD Technology
Art	HoD Art
Music	HoD Music
Drama	HoD Drama
Stage lighting	HoD Drama / Drama Technician
Sports Hall	Director of Sport and Outdoor
Outdoor sports equipment - Westbury	Director of Sport and Outdoor
The Lawns	Director of Sport and Outdoor
Outdoor Adventure	Head of Outdoor Adventure
Kitchen and dining room	Catering Manager/COO
Radio Shack	Head of Digital Learning
Educational visits and trips	Educational Visits Co-ordinator (EVC)
Maintenance workshop and equipment	Estates & Operations Manager
Buildings	Estates & Operations Manager
Fire	Estates & Operations Manager
Working at height	Estates & Operations Manager
Asbestos and Legionella	Estates & Operations Manager
Security and visitor control	Estates & Operations Manager
Site traffic and vehicle movement	Estates & Operations Manager
Minibus and transport management	Transport Supervisor
After School Clubs	SMT Lead
Events	SMT Lead
External lets	Lettings Manager
First Aid and Medical Centre	Nursing team

Accident reporting and investigation	Health & Safety Officer
Occupational Health	HR Officer

If you are leading an activity, club or event then you are responsible for ensuring a Risk Assessment is in place.

All staff, visiting teachers, sports coaches, contractors, volunteers and visitors

- Ensuring they read and understand the Risk Assessment;
- Implementing the Control Measures identified in the Risk Assessment and;
- Raising any concerns about the safety of the activity with their line manager/HoD or
- People who regularly hire the premises will be made aware of the need for Risk Assessments by the Lettings Manager.

6. When to Complete a Risk Assessment

A Risk Assessment is required for all:

- Activities
- Events
- Hazardous equipment
- Hazardous substances (see separate COSHH policy)
- Trips (see separate policy)

Routine, day-to-day, activities do not usually require a Risk Assessment. An indicative list of key Risk areas can be found in appendix 1.

In Science, Art and Technology the school uses the Risk Assessments and guidance provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

7. How to Complete a Risk Assessment:

A suitable and sufficient Risk Assessment will include five steps to:

- Identify the Hazards
- Identify who might be harmed and how
- Evaluate the current controls for effectiveness
 - evaluate the remaining Risks
 - decide if things need improving and make it happen (action)

- Record, in detail, and share your findings with everyone affected.
- Regularly review the Assessment.

A blank Risk Assessment form with further guidance and instructions for completion can be found in the Health and Safety – Health and Safety Forms section or in the Risk Assessment section of SharePoint. Also see appendix 2.

The template includes guidance on:

1. Hazard identification
2. Who might be harmed and how
3. Control Measures

The template should be completed in consultation with those involved in the activity or affected by it.

Risk Ratings

Risk Assessments in Redmaids' High School place Hazards into categories of High, Medium or Low Risk.

HIGH: Unacceptable Risk. The Risk of injury, disease, damage or liability is obvious and is so great that the foreseeable Consequences of the Hazard or condition cannot be accepted.

MEDIUM: Conditionally Acceptable Risk. The Risk of injury, ill health, or damage cannot be neglected. This is the key area for effort within a Risk Assessment process. Control Measures will be required to manage these Risks.

LOW: Acceptable Risk. The Risk of injury, ill health or damage is negligible, is at an acceptably low level, or is already being managed as far as is reasonably practicable.

It will be necessary to use your experience and judgement to decide on the category.

8. Actions to be Taken Following Risk Assessments

Identified Risks must be reduced to a level as low as is reasonably practicable. Risks should be controlled in the following order:

- Eliminate - can the task be done another way.
- Substitute – use a different product or process.
- Reduce – limit the amount of time people are exposed to the Risk.
- Isolate – cordon off or move the Hazards.
- Control – control the Risk at source i.e. using manual handling aids, guarding machinery, ventilation.
- Safe system of work – steps to take to ensure safety.
- Information, instruction, training and supervision – of all those affected by the Hazard.
- Personal protective equipment – use as a last resort when the above have not controlled the Risk.

You must do all that is **reasonable** to ensure the Risk is adequately controlled Remember that the amount of time, effort and money should be proportionate to the Risk.

Whenever these additional measures are required, it is essential that those who are exposed to the Hazards they are designed to control are informed of the measures being taken to protect them. This includes students, staff or visitors.

All completed Risk Assessments should be discussed, checked and agreed by your HoD or line manager. Risk Assessments completed by a HoD should be reviewed by a member of SMT.

Risk Assessments will be reviewed by a line manager/HoD:

- (a) when there are changes to the activity
- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

9. Storing Risk Assessments:

Each department should keep copies of relevant Risk Assessments. Any new member of staff working in a department should have “live” Assessments drawn to their attention. Whole school Risk Assessments are kept in the Risk Assessment section of SharePoint.

10. Further Guidance

Further guidance on the completion of H&S Risk Assessments is available from the School’s Health and Safety Officer.

HSE – [Five steps to Risk Assessment](#)

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Appendix 1 – Key Risk areas

Student supervision (including safeguarding and welfare requirements).

School trips (see separate policy)

Management of visitors on school premises

Fire and emergencies (see fire safety policy)

Traffic on site

Management of hazardous substances (see COSHH policy)

Use of hazardous equipment

Legionella

Asbestos

The suitability of staff to undertake designated roles and checks to ensure that they are suitable, including staff not employed by the school who work with students.

Risk areas which are not directly related to health and safety, including but not limited to:

- financial
- recruitment procedures including governing body oversight
- reputational
- terrorism, including the prevention of fundamentalism and extremism
- student self-harming
- site security

Appendix 2

RISK ASSESSMENT FORM AND GUIDANCE NOTES

RISK ASSESSMENT TITLE (LOCATION/ACTIVITY):

ASSESSED BY:

DATE OF ORIGINAL ASSESSMENT:

DEPARTMENT/TEAM:

*REVIEW PERIOD i.e. annually:

PERSON RESPONSIBLE FOR THIS ASSESSMENT:

HEAD OF DEPARTMENT SIGNATURE:

Complete the table below for each of the Hazards identified within the activity or service being assessed. You may find it useful to observe the activity, carry out a walk-around and consult with those that complete the activity. Guidance notes can be found underneath the table.

Please familiarize yourself with the Risk Assessment policy before carrying out the Risk Assessment.

Hazard (what might cause harm?) <i>See note 1</i>	Who might be harmed and how? <i>See note 2</i>	Controls current and additional <i>See note 3</i>	Level of Risk (Low, Med or High)	Action by? <i>See note 4</i>
<i>Example: Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects.</i>	<i>General good housekeeping. No trailing leads or cables Offices cleaned every evening</i>	<i>Low</i>	<i>All staff Head of Depart.</i>

Hazard (what might cause harm?) <i>See note 1</i>	Who might be harmed and how? <i>See note 2</i>	Controls current and additional <i>See note 3</i>	Level of Risk (Low, Med or High)	Action by? <i>See note 4</i>

Add more rows as necessary.

*The Risk Assessment should be reviewed annually or when there is reason to believe that it is no longer valid.

For further advice please contact the School Health and Safety Officer.

Reviewed by		Reviewed by		Reviewed by	
Date reviewed		Date reviewed		Date reviewed	
Next review due		Next review due		Next review due	

Guidance notes

1 – Hazards

A Hazard is something that has the potential to cause harm. There are various types of Hazard to consider:

- Physical i.e. uneven surfaces, heights, noise, heat, cold, electricity
- Biological i.e. bacterial, animals, bodily fluids, dust
- Mechanical i.e. vehicles, moving machinery, trailing cables
- Chemical i.e. cleaning products, hazardous substances
- Ergonomic i.e. workstation set up, DSE, manual handling
- Psychosocial i.e. stressors, violence and aggression

Look only for Hazards which you could **reasonably** expect to result in significant harm under the conditions in your workplace. The above is not an exhaustive list.

2 – Who might be harmed and how

There is no need to list individuals by name –think about groups of people doing similar work or who else may be affected. Some examples are:

- students
- staff groups i.e. office, reception, maintenance, domestic, volunteers, visiting teachers and coaches
- visitors
- contractors
- members of the public
- lone workers

Pay particular attention to:

- people with disabilities
- new or expectant mothers
- young or inexperienced staff

A separate Risk Assessment will be required for anyone in the three categories above.

3 – Controls

Have you already taken precautions against the Risks from the Hazards you listed? Do those precautions follow the suggested principles:

- Eliminate - can the task be done another way.
- Substitute – use a different product or process.
- Reduce – limit the amount of time people are exposed to the Risk.
- Isolate – cordon off or move the Hazards.
- Control – control the Risk at source i.e. using manual handling aids, guarding machinery, ventilation.
- Safe system of work – steps to take to ensure safety.
- Good housekeeping – clean and tidy workplace including access routes.
- Information, instruction, training and supervision – of all those affected by the Hazard.
- Personal protective equipment – use as a last resort when the above have not controlled the Risk.

Do the precautions reduce the Risk **as far as reasonably practicable**? If so, then the Risks should be adequately controlled, but you still need to indicate the precautions you have in place.

What more could you **reasonably** do about those Risks which you found were not adequately controlled? Remember that the amount of time, effort and money should be proportionate to the Risk.

You will need to give priority to those Risks which affect large numbers of people and/or could result in serious harm. Apply the principles in section 3 when taking further action.

4 – Who will complete the action

Give a specific individual name or job title, ensure they are aware of the action.