



**Risk
Assessment
Policy**

2017

Reviewed:	December 2017
Next Review:	December 2018

Risk Assessment Policy

Introduction

The Trustees of KD Grammar School for Boys are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our students need to be educated into how to cope safely with risk.

The welfare of the students being safeguarded at all times is the aim of this policy and to ensure it is safeguarded and promoted at all times to reduce risk. Appropriate actions are taken and established within the school to ensure standard good practice, this will include (as well as others):



What is a risk assessment?

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 something with the potential to cause harm (e.g. fire)

- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended)
- 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 unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

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.

Risk assessments need reviewing and updating regularly. At KD Grammar School for Boys School we are very aware that all staff and students need to receive training. A “library” of risk assessments is maintained by the Health and Safety Officer and the Educational Visits Co-ordinator for staff to refer to and use for themselves. Heads of Faculty are responsible for keeping records of staff training.

Areas requiring risk assessments

There are numerous activities carried out in KD Grammar School for Boys, each of which requires a separate risk assessment. The most important of these cover:

Fire safety and procedures

- Educational visits and trips

But risk assessments are also needed for many other areas, including:

Educational

- Science
- Each sport and PE activity (including, e.g. off-site swimming and football matches)
- Art
- Drama (including the stage, props room and sound equipment)
- Staff, e.g. Pregnancy, return under ‘fit for work’ limitations issued by GP
- All areas of outdoor learning

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design Technology, as well as providing professional training courses for both teachers and technicians who work in Science other high risk areas. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our Wellbeing programme and assemblies are directed towards promoting an increasing understanding as the students develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken (e.g. *Prevent Programme*)

The pastoral tracking is also able to flag up and monitor students bullying/being bullied. This can then be dealt with immediately. Students at risk of being bullied or experiencing bullying are immediately identified.

Child Protection issues: Records of concern are in place to identify children at risk beyond the environs of school.

Medical and First Aid

Accident forms are maintained in the main office and these should be passed to the Health and Safety Officer.

The school's separate First Aid policy explains the procedures that we would follow in the event of a medical emergency. The Health and Safety Officer is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsupervised Access by Students

We ensure that students understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the art room etc.

Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Child Protection

Our Safeguarding 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 Trustees, volunteers and the adult members of the staff who are on site, and by ensuring that everyone in our community receives regular safeguarding training, we manage this risk to an acceptable level.

Support Areas

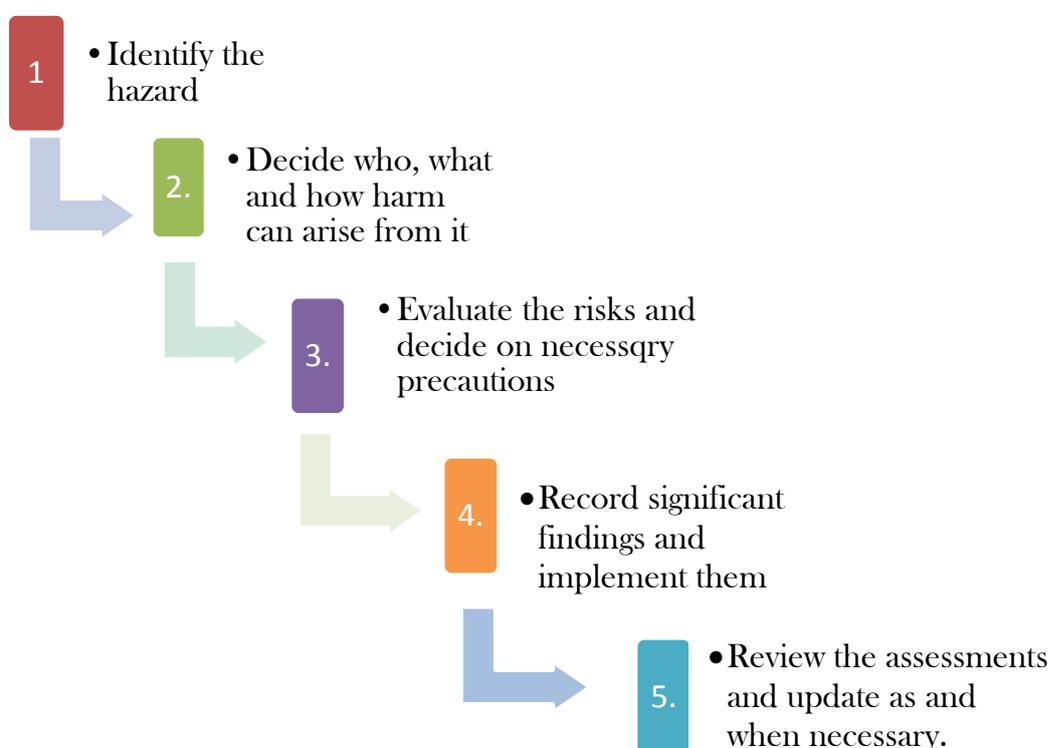
- Catering and Cleaning: risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk assessments cover every room, laboratory, 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.
- Maintenance: risk assessments and training are 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 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.
- Grounds: risk assessments and training are required for every tool and piece of 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.

Completing a Risk Assessment

Our policy at KD Grammar School for Boys is not to carry out any high risk activity. Activities involving students are normally low risk. Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouthguards, and to follow instructions.

We will always employ specialists to undertake high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained. All members of staff and students are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

KD seeks to ensure any risks posed to students, staff, parents, contractors, visitors, general public etc are reduced as is reasonable practicable. Although a subjective process, risk assessments can be broken down to five basic steps:



Risk assessments are completed under the concept of SUPERVISION, PROTECTION, TRAINING and always involve a risk rating in line with School policy. For each activity the following terminology and guidelines should be used:

USING THE RISK RATING FORMULA

- Assign a rating from box 1 (highly likely to unlikely) to denote the likelihood of the event occurring.
- Assign a rating from box 1 (extremely harmful to slightly harmful) to denote the probable severity of harm or consequences of the hazard.
- Look up the combination in the risk-rating chart (box 2) and link it to the action phrase.



This rating H,M,L,T should then form part of the risk assessment template

Rating 1	Rating 2
<p>3 Highly likely = extremely or highly likely to occur</p> <p>2 Likely = frequent, often or likely to occur</p> <p>1 Unlikely =slight chance of occurring</p>	<p>A Extremely Harmful = death, major injury, major damage or loss to property or equipment</p> <p>B Harmful = over 3 day injury, damage to property or equipment</p> <p>C Slightly harmful = minor injury, minor damage to property or equipment</p>

Scores

Rating	Comment
3A	U - Unacceptable - must receive immediate attention - activity should be halted until adequate controls
2A/3B	H - High - high priority - urgent attention required to reduce severity and/or likelihood
3C, 2B, 1A	M - Medium - medium priority, must receive attention to reduce severity or likelihood
1B, 2C	L - Low - lower priority, but must receive attention to verify if risk can be reduced
1C	T - Trivial - lowest priority

If a rating is above 1C a risk assessment form should be completed to reduce the risk of injury/incident

Specialist Risk Assessments

The Health and Safety Officer arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety



- Electrical safety

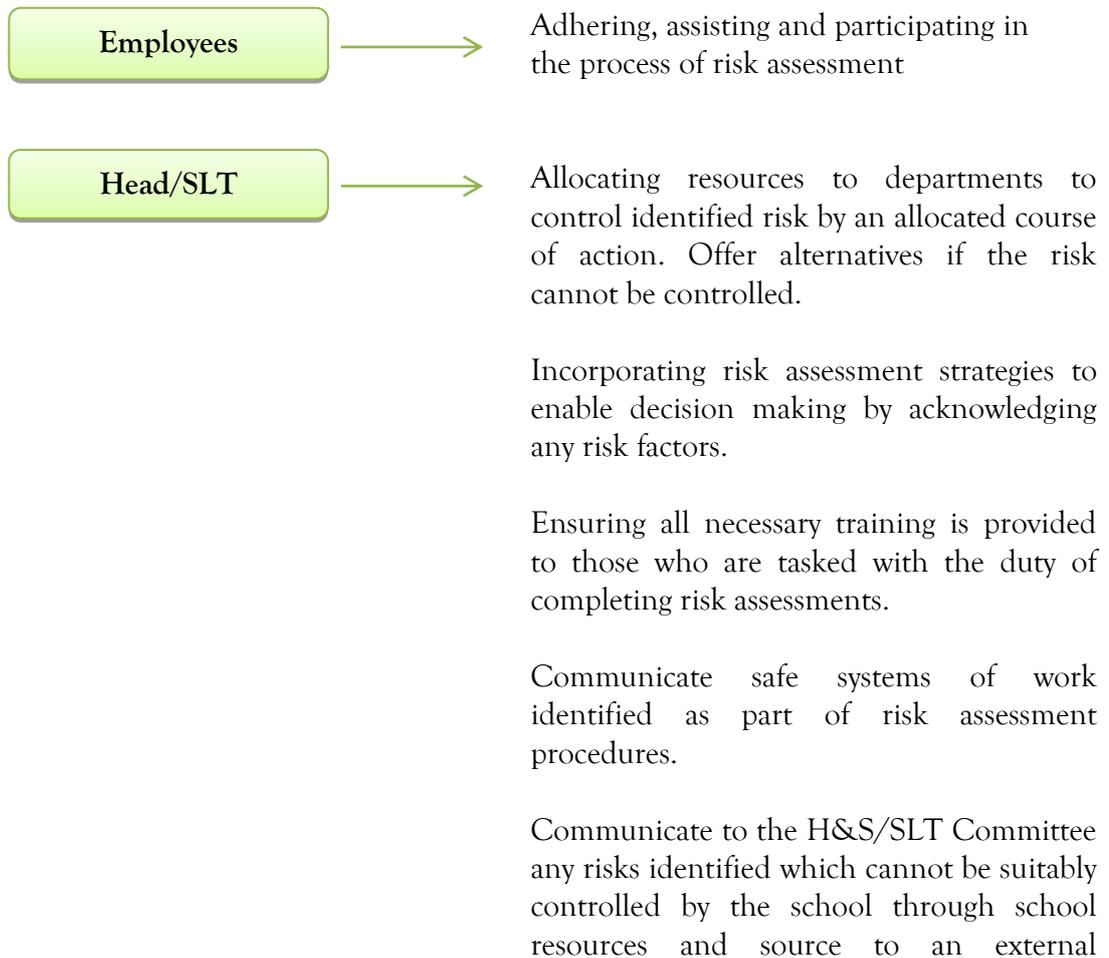
Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

All members of staff are given a thorough induction into 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 students and visitors. They are responsible for cooperating with the Headteacher, the Health and Safety Officer and other members of the SLT in order to enable the Trustees to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Health and Safety Officer.

Responsibilities





company to ensure the risk is not compromised further.



The H&S Officer will be responsible for carrying out risk assessments which do not require an external body

Monitoring and Evaluation:

Training will be provided to the H&S Officer or other persons nominated to carry out certain risk assessments by the employer. The H&S Committee will review Health and Safety in the school through regular termly meetings. The Trustee responsible for Health and Safety is Ms Farhat Javaid. The agenda items will include:

- Rationale behind the risk assessment
- Application of suitable and sufficient control measures to mitigate risks
- Communication of risk assessments
- Record keeping and incident management

Training in regards to Fire will be carried on either a two/three yearly cycle by an external approved company.

The Head Teacher/SLT will monitor the effectiveness of all control measures implemented ensuring procedures are followed correctly/suitably, maintained and updated regularly.

This policy will be reviewed annually. However, this can be done earlier if there is a change in the law or changes to a risk assessment.