



Brentwood School

RISK ASSESSMENT POLICY

Objectives

The School's aim is to ensure that as far as is reasonably practicable all members of the School community are not subject to unnecessary hazards whilst carrying out work or education activities.

The Governors are keen to adopt the common sense approach when specifying the levels of risk assessments to be documented and refer to HSE Guidance, 'Five Steps to Risk Assessment' as well as 'sensible health & safety management'.

To this end a written risk assessment is required to ensure that:

- All activities where there is likely to be significant risks, including all off site trips which involve adventurous activities or an overnight stay or Early Years pupils*, are identified
- Control measures identified are implemented to control the risks as far as reasonably practicable.
- Those affected by school activities receive suitable information on what to do.
- The risk assessments are recorded and reviewed when appropriate.
- Any highlighted risks are removed or reduced to a suitable level.

However, staff should be vigilant to risk at all times and seek advice if necessary.

Arrangements

Heads of Department and Line Managers are responsible for determining risk assessment requirements for their own departments, with Fire Risk Assessments and general building assessments being undertaken by the Health & Safety Officer.

All staff will receive guidance on risk assessments as part of their induction training and then annually by their Head of Department/Line Manager.

Risk Assessments relevant to individual departments must be kept by the Head of Department and made available to all staff members or visitors (including cover teachers) who may be affected by their findings. Heads of Department and Line Managers are required to review and update all Departmental risk assessments annually. A list of all departmental risk assessments must be maintained by the Head of Department/Line Manager detailing when they were last reviewed and by whom. All members of the Department must sign to confirm that they have been

briefed on all Departmental risk assessments and are aware of the control measures required.

Risk Assessments affecting the whole school community are available electronically, located on S drive, H&S folder

A risk assessment, when required, must be suitable and sufficient, i.e. it should show that:

- A proper check was made
- It identifies who might be affected
- It has dealt with all the obvious significant hazards, taking into account the number of pupils, staff and visitors that may be involved
- The precautions are reasonable, and the remaining risk is low
- Colleagues have been involved in the process
- Are reviewed annually and or in the event of an accident/near miss or change in personnel.

The School has determined that the following are key risk areas and, where appropriate, Senior School Staff who have responsibility for ensuring risk assessments are carried out.

<u>Risk Area</u>	<u>Responsible Staff</u>
Science Experiments	Head of Department – Chemistry, Biology & Physics**
Design & Technology	Head Of Department
Food Technology	Head of Department
Sport & PE activities	Director of Sport
Duke of Edinburgh Award	Head of DofE
Art	Head of Department
CCF	Contingent Commander
Drama & Dance	Director of Performing Arts
Music	Director of Music
General Classroom	H&S Officers
School Trips	EVC & Group Leader
School Transport	Facilities Manager
Co-curricular clubs and activities	Deputy Head (Co-curricular)
Early Years Setting	Head of KS1 and EY
Catering	Contract Caterers
Cleaning	Contract Cleaners
Porters Department	Head Porter/Facilities Manager
Maintenance Department	Head of Maintenance/Estates Bursar
Fire & Emergencies	H&S officers
Grounds & Gardens	Heads of Department/Estates Bursar
Any production with invited non pupil audience	Head of Department
On-site Traffic Management	Facilities Manager

Members of staff inviting visitors or contractors onto the School site are responsible for such persons whilst they are on site. This includes responsibility for any H&S induction, supervision or assessment of risk in relation to their activities.

Where a significant risk is identified this must be discussed with the H&S Officers prior to the person being admitted to the site.

Risk Assessments will take into account:

- Who might be at risk- staff, visitors or pupils etc?
- Hazard – something with the potential to cause harm
- Risk – an evaluation of the likelihood of the hazard causing harm
- Risk rating – assessment of the severity of the outcome of the event
- Control measures – physical measures and procedures put in place to mitigate the risk

The assessment process will consist of the following 6 steps:

- What could go wrong
- How likely is it to go wrong, who might be harmed
- Who might be harmed, how likely is it to go wrong
- How serious would it be if it did
- What are you going to do to stop it
- How are you going to check that your plans are working

Once carried out risk assessments require reviewing on a regular basis:

- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practise
- When there are legislative changes
- Annually if for no other reason

The Health & Safety Officers will:

- Provide advice and training in identifying and managing risk.
- Review a sample of Departmental Risk Assessments on a rolling cycle.
- Provide support where Heads of Department/Line Managers are not confident in drawing up and implementing risk assessments.
- Identify where specialist skills are required and ensure that there is specialist policy guidance in place.
- Bring any deficiencies in the implementation of the risk assessment policy to the attention of the Headmaster or Bursar as appropriate.

*As specified in School Visits & Trips Policy

** The School adopts the CLEAPPS Advisory Service model risk assessments