



Brentwood School

Risk Assessment Policy

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| Document Owner: | Bursar | | |
| Relevant to: | Whole School | | |
| Relevant Legislation/Guidance: | The Management of Health & Safety at Work Regulations (1999) Managing Risk and risk assessment at work (HSE Guidance) Independent School Standards Regulations (2014) | | |
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| Related & supporting Policies: | Behaviour management policy | Drugs and Alcohol Policy | First Aid Policy |
| | Health & Safety Policy | Reducing the Risk of respiratory infection | Safeguarding Policy and procedures |
| | SEND Policy | Supervision Policy | Trips & Visits Policy |

RISK ASSESSMENT POLICY

Introduction

Brentwood School is committed to protecting/safeguarding, so far as is reasonably practicable, the health, safety and welfare of all its employees, pupils and visitors both on and off the site. This includes having an effective system in place to assess and mitigate risk for specific activities.

Purpose

The purpose of this policy is to provide clear guidance on the management of risk within the school.

Objective

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

Requirement for Risk Assessments

The School adopts a proportionate approach when specifying the requirement for risk assessments to be compiled and documented. Where a written risk assessment is required, it must ensure that:

- All activities and situations involving risk are identified. This includes off site trips and all aspects of safeguarding the health, safety and welfare of staff, pupils and visitors to the site.
- Control measures are identified to mitigate the risk to an acceptable level.
- Staff understand the risk involved in the situation/activity undertaken and are clear on the action they need to take in order to mitigate the risk.
- Risk assessments are recorded and reviewed when appropriate.

While risk assessments can identify most risks, staff should at all times be vigilant for other risks that may emerge and seek advice if necessary.

Arrangements

Guided by the Health & Safety Officer, Heads of Department and Line Managers are responsible for determining risk assessment requirements within their own departments/sub departments and for ensuring that training is provided to all members of staff engaged in risk assessment within their departments. Heads of Department should be guided by the Health and Safety Executive's document '[Managing Risk and risk assessment at work](#)'. Trip leaders are responsible for assessing all risks associated with the trip they are to lead.

Risk Assessments relevant to individual departments are to be retained by the Head of Department and made available to all staff members or visitors (including cover teachers) who may be required to manage the relevant risk. Heads of Department and Line Managers are required to review and update all Departmental risk assessments annually with a list

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.

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

- All hazards and safeguarding risks have been identified and assessed
- It identifies who might be affected
- It has dealt with all the foreseeable significant hazards, taking into account the number of pupils, staff and visitors that may be involved
- The control measures established are reasonable, and the remaining risk is as low as reasonably practicable.
- Colleagues have been involved in the process
- It is reviewed annually and or in the event of an accident/near miss or change in personnel or legislation.

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

| Risk Area | Responsible Staff |
|---|---|
| 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 | DofE Centre Manager |
| Art | Head of Department |
| CCF | Contingent Commander |
| Drama & Dance | Technical Manager, Performing Arts |
| Music | Director of Music |
| General Classroom | H&S Officer |
| School Trips | EVC & Trip Leader |
| School Transport | Facilities Officer |
| Co-curricular clubs and activities | Director (Co-curricular)(Senior)(Prep) |
| Early Years Setting | Head of KS1 and EY |
| Catering | Contract Caterers |
| Cleaning | Contract Cleaners |
| Allergy Management and Medical Plans | Contract Caterers, Trip Leader, HoD, Medical Team |
| Porters Department | Senior Porter/Facilities Officer |
| Maintenance Department | Head of Maintenance/Estates Bursar |
| Fire & Emergencies | Facilities Officer |
| Grounds & Gardens | Heads of Department/Estates Bursar |
| Any production with invited non pupil audience | Head of Department |
| On-site Traffic Management | Facilities Officer |
| Safeguarding and Child Protection risks, including boarding | DSLs and DDSLs and Housemasters |
| HR - safer recruitment | Head of HR |

* The School adopts the CLEAPPS Advisory Service model risk assessments

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/Facilities Officer prior to the person being admitted to the site.

H&S Risk Register

The whole school Health & Safety risk register is to record all significant risks affecting the health, safety and welfare of staff, pupils and visitors to the site. Mitigating actions are to be considered high priority and are to be actioned within agreed timescales or as stipulated by the H&S Committee.

Standards/Training

The Health & Safety and/or Facilities Officer 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.