Brentwood School

Risk Assessment Policy

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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	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
SCHOOL WIDE	
Fire Safety	Facilities Officer
Site Security	Estates Bursar
Boarding House	Boarding Houseparents Estates Bursar
On–site Traffic Management	Facilities Officer
School Transport	Facilities Officer
General Classrooms, Facilities, corridors and exits	H&S Officer & Facilities Officer
Sports Centre (including COSHH and flammable materials)	Sports Centre Manager
Catering (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness, COSHH and flammable materials)	Contract Caterers
PEOPLE	
Safeguarding and Child Protection risks, including boarding	DSLs and DDSLs and Housemasters
HR - safer recruitment	Head of HR

RISK AREA	RESPONSIBLE STAFF
Contractor Management	Estates Bursar
Events and visitors (including fixtures)	Head of Department
Manual Handling	Departmental Heads, the Facilities Officer
Allergy Management, First aid and Medical plans	Contract Caterers, Trip Leader, HoD, Medical Team
SITE MAINTENANCE AND KEY FUNCTIONS	
Legionella prevention	Head of Maintenance/Estates Bursar
COSHH	Departmental Heads, Sports Centre Manager
Asbestos Management	Estates Bursar
Grounds & Gardens (including use of pesticides and COSHH)	Heads of Department/Estates Bursar
Cleaning (including COSHH and flammable materials)	Contract Cleaners
Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)	the Estates Bursar/ Maintenance Manager.
Portering Functions	Senior Porter/Facilities Officer
Reprographics machines and copiers	Head of ITSS.
DEPARTMENTAL & CURRICULUM PROVISION	
Early Years Setting	Head of KS1 and EY
Wraparound	Wraparound Manager
School Trips	EVC & Trip Leader
Design & Technology (including COSHH and flammable materials)	Head Of Department
Food Technology (including Food Safety & Hygiene)	Head of Department *
Science (including COSHH and flammable materials)	Head of Department – Chemistry, Biology & Physics *
Drama & Dance	Technical Manager, Performing Arts
Music	Director of Music
Art (including COSHH and flammable materials)	Head of Department
Sport & PE activities	Director of Sport
Duke of Edinburgh Award	DofE Centre Manager
CCF	Contingent Commander
Co-curricular clubs and activities	Director (Co-curricular)(Senior)(Prep)
Forest School	Forest School Leaders

* 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.