

Hulme Hall Grammar School



Risk Assessment Policy

Policy Control	
Report	Risk Assessment
Approval Body	Finance Committee
Date Reviewed	November 2021
Review Schedule	Bi-Annual
Next Review Date	November 2023

Scope

This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- 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 what to do
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Guidance

The Headmaster and Governors will be responsible for the overarching risk management policy of the school. In practice, day to day responsibility for ensuring risk management best practice is shared between the Headmaster, Assistant Heads and Business Manager. The overall strategy will be formally reviewed on an annual basis. Where appropriate the responsibilities of governors and/or senior managers may be delegated.

Key risks identified and needing management include:

- pupil supervision (including safeguarding and welfare requirements). This will be managed by the designated safeguarding lead ("DSL") and will also cover a range of responsibilities outside safeguarding
- school trips
- management of visitors on school premises
- fire and emergencies
- management of hazardous substances
- use of hazardous equipment (e.g. in Food Technology or Art)
- 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 pupils on another site.

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
- pupil self-harming
- site security.

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
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring and the estimated severity
- A risk assessment is the resulting assessment of the probability and 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, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, Legionella).

What should a Risk Assessment contain?

The risk assessment process will consist of the process or activity owner considering the following six steps:

- what could go wrong?
- 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?

A pro-forma template for Risk Assessments is included in Appendix 1.

When should a Risk Assessment be reviewed?

Risk assessments should be reviewed as follows:

- When a new risk is identified
- 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 practice
- When there are legislative changes
- Annually if for no other reason.

Who is responsible for Risk Assessments?

This guidance is applicable to general risk assessments. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessments are also in place and reviewed on an annual basis.

All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, Business Manager, the school's Health & Safety advisors and other members of the Senior Leadership Team in order to enable the Governors to comply with their Health & Safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Business Manager or Assistant Head.

Competent advisors have been appointed to provide training and expertise to all staff in risk assessments and the Health & Safety Advisor is also available to assist on a day to day level. Specialist training is given to those whose work requires it.

What areas require Risk Assessments?

There are numerous activities carried out in the school, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

Separate model documents cover both of these areas mentioned above. However, risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Food and Nutrition
- Sport and PE activities
- Music
- General classroom
- School trips
- Drama

Within the schools, 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 Food Technology. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Support

- Catering and Cleaning
 - Maintenance
 - Grounds / traffic management
 - Offices
 - Site Visitors
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Appendix 1 – Risk Assessment

Area/Activity Assessed		Date	
Assessment Completed By		Person(s) Consulted	

Persons Exposed	Employees <input type="checkbox"/>	Contractor <input type="checkbox"/>	Young Person <input type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1									
2									
3									

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
1					
2					