



theHammond

RISK ASSESSMENT POLICY

2023-24

The welfare of the pupils, students, staff, and stakeholders is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy, and appropriate action is taken to reduce risks that are identified.

Definition: “A risk assessment is a technique used to identify hazards and their effects and the level of harm, injury, ill health, damage or loss which may occur, leading to control measures to eliminate or reduce the level of risk”.

In response to the Government’s directive for all school pupil and students to return to full time and face to face learning in September 2020, March 2021 and September 2021, The Hammond has drawn up Covid-19 Risk Assessment which has been communicated to all staff and regularly updated. This plan includes:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
- grouping children together
- avoiding contact between groups as much as possible
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

The Director of Operations and Estates is responsible for the effective monitoring and leadership of Health and Safety on site and works closely with the Head of Boarding to monitor and lead health and safety at the boarding houses and during transportation of pupils/students. The Head of Operations and Estates meets the Principal weekly to review and discuss Health and Safety concerns; the policy is reviews annually.

The Hammond will carry out risk assessments to identify any significant health and safety hazards in relation to our activities (including health and wellbeing risks) and will implement control measures to manage these risks. The Hammond takes an active approach to managing risk to thereby reduce the likelihood that anyone will be harmed through negligence and lack of foresight or proper planning. The Hammond’s risk assessment is detailed to cover all reasonably foreseeable welfare issues relevant to the school and demonstrates that risk assessment is systematic with a view to promoting welfare for all. The school understands that risk assessment is not just a paper exercise but that actions must be understood and followed-through.

Risk assessments are carried out as required and reviewed following any accident, incident, or change to premises, process or circumstances of the activity.

The Directors of The Hammond recognise that, in view of its unique responsibility for pupils, students, staff and stakeholders within our community, it must endeavour to attain the highest standards of health, safety and security. Furthermore, the Governing Body accepts its responsibility for ensuring that the School operates in a manner that is both supportive and protective of the environment.

This policy also covers The Hammond's boarding facilities. A template for our Risk Assessment form can be located at the end of this document.

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The school is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

This policy should be read in conjunction with the following:

- Health and Safety Policy
- Fire Safety System
- First Aid System
- Safeguarding Policy
- Educational Visits Policy
- Visitor Policy

Overall responsibility for risk management within the School rests with the Board of Directors. The Board has delegated the overseeing of risk and Health and Safety to the Risk Committee, led by a Board Director, for strategic management, and to the Principal for the operational management of health, safety and risk. Within the School the Principal devolves health safety and risk management to the Head of Operations and Estates, the Leadership and Management Team and to representatives of employee safety.

It is the responsibility of Vice Principals/Directors and Departmental Line Managers to ensure that risk assessments are in place for their area/department. They can complete the assessments themselves or instruct other staff to undertake them. 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 Principal, and all other members of the LMT in order to enable the Directors to comply with their legal health and safety responsibilities.

All staff are responsible for reporting any risks or defects to the relevant member of staff (a line manager or a Vice Principal/Director). Risk Assessments are also required for any activity that is undertaken on site or during the course of educational visits. The Trip Leader is responsible for ensuring that adequate Risk Assessments are in place for each trip, visit or activity according to the Educational Visits Policy and Handbook.

Risk Assessment at The Hammond is systematic, provides an active approach to managing risk, with a view to promoting the welfare of all the school's pupils and students, and adheres to the Education (Independent Schools Standards) Regulations 2014, Paragraph 16.

Areas risk assessed include, but are not exclusive to premises and equipment, medical needs, supervision of school trips, recruitment and matters related to safeguarding, lessons including activities, sport, dance, musical theatre, boarding, other issues of relevance to The Hammond.

Risk is addressed under the following policy headings:

- **Health and Safety Policy**
- **Health & Safety Management Policy**
- **Risk Assessment System**
- **Critical Incident and Emergency Planning**
- **Lockdown Policy**
- **Fire Prevention Policy**
- **Legionella Policy**
- **Asbestos Policy**
- **COSHH Policy**
- **PUWER Policy**
- **LOLER Policy**
- **DSE Policy**
- **COVID -19 Policy**
- **Lone Working**
- **First Aid Policy**
- **Information for Visitors Policy**
- **Transport Policy**
- **Educational Visits Policy**
- **Boarding House Policy**
- **Visitors in School Policy**
- **Contractor works Policy**
- **Permit to work policy**

Specific Risk Assessments

The Hammond has in place the following risk assessments:

- Fire Risk
- Young workers employed by the School/work experience
- New and expectant mothers
- Control of Substances Hazardous to Health
- Legionella
- Asbestos
- Gas and Electricity safety
- Lone working
- Workplace equipment (including Personal Protective Equipment)

School's Procedures

1. Staff are DBS Enhanced and The Children's Barred List checked on appointment. If a DBS check is not received prior to a teacher starting, but after a Children's Barred List check is received, a risk assessment is undertaken by the Principal and HR Manager which includes supervision of the member of staff at all times. However, staff for boarding are not employed without an Enhanced DBS check.
2. The school community complies and is protected by detailed Health and Safety Policy and a safety management system.

3. Detailed risk assessments are completed prior to any school trip – however minor – See safety management system – Educational Visits.
4. CPOMS is used for managing Safeguarding.
5. Regular detailed pastoral meetings take place weekly.
6. Termly Risk Committee Meetings attended by director with responsibility take place.
7. LMT meetings are held weekly (includes boarding staff).
8. Regular training takes place for all staff on necessary health and safety areas.
9. Regular contact with the Boarding School's Association (BSA) is maintained.
10. Training of boarding staff takes place through the BSA.
11. General Site Risk Assessment is in place and reviewed.
12. School Estates team carry out building and grounds checks on a regular basis.
13. Contractors supply Method and Risk Assessments for specific works as requested. Permits to work, for example hot working, requires additional certification and a signed Permit to Work, supplied by the Premises Manager prior to commencing the job and signed off on work completion.

Training

Staff are supplied with policies during their induction on joining the school, and the policies are also made available on the staff IT portal. There is an Employee Handbook, also issued on joining the school; updates are issued as appropriate. Updates are given specifically at the first INSET training day of each academic year in September. All staff in school are instructed to read the INSET Folder – also available on the staff IT portal.

INSET training days are provided three times a year and include subjects such as Anti-Bullying, Safeguarding, Fundamental British Values and Prevent, and Behaviour Management. Staff are reminded regularly in briefings (given by the Principal each week with minutes taken), through the weekly Staff Bulletin and various staff meetings of the appropriate risk assessment procedures and awareness. All staff also undertake training through Educare.

Work related specific training e.g. “Working at heights Awareness Training” is conducted by external providers for school staff, and will be arranged through HR and support services departments.

Monitoring

Risk assessments should be reviewed and revised as follows:

- Annually
- When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or if the employer becomes aware that a relevant piece of legislation has been updated.
- When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment etc.

All significant findings should be recorded and brought to the attention of relevant personnel (line managers, Vice Principals and the Head of Operations and Estates).

Risks are also reviewed regularly through various means including, LMT (Leadership and Management Team) meetings, Directors’ meetings (monthly) and Health and Safety meetings (termly with a director). The Health and Safety meetings are used to monitor risks around the school. Estates staff also monitor building control risks and assessments including health and safety, fire prevention, general site and use of the minibus. The LMT also monitors the Educational Visits’ Risk Assessments and the Risk Committee looks at Health & Safety Audits, policy and strategy

Our reception staff monitor and manage visitors into the school. Estates staff always accompany contractors working at the school when pupils and staff are also present.

Other Types of Risk Assessment

Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider particular circumstances.

Specific Assessments may be produced using a generic template but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation; however, they can be noted in a full Risk Assessment as an on-going assessment of the risk.

Where a risk assessment is in place, for example a school trip, and the circumstances of the risk assessment change, a *dynamic risk assessment* should take place and the new hazards, risks and control measures noted on the original risk assessment.

As part of the measures for the control of contractors, on site risk assessments and, where applicable, method statements must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Premises Manager to obtain these.

External clubs and users of the school facilities will also be asked to submit their own risk assessments. It is the responsibility of Events Manager to obtain these as part of the agreement/contract.

Guidelines for Written Risk Assessment Definitions:

HAZARD – Something with the potential to cause harm

RISK – The likelihood of harm being realised and its severity

1. Identify and record an activity, process or operation, using the risk assessment template below, where there is potential for injury or damage.
2. Consider whether it is essential for the activity to continue, given that without the hazard there is no risk.
3. Identify the hazards within the activity, e.g. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.
4. Determine the risks involved and what type of incident is anticipated, e.g. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, e.g. employees, visitors, customers, contractors.
5. Estimate the risk level without the benefit of any control measures using the risk matrix evaluating likelihood against severity below.

6. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by guarding, safety procedures/working practices, training, mechanical assistance, contracting out etc. Personal Protective Equipment (PPE) should only be considered as the last resort if alternative control measures cannot achieve a lower risk level.

7. Re-assess (quantify) the risk level with existing control measures in place to ensure that the risk is reduced – if it is not then further controls will be needed, see below.

8. Some additional control measures may be required to reduce the risk level further. Share and discuss with all persons involved in the activity/process/operation and obtain signatures to confirm their understanding and involvement.

Risk Assessment -

Location/Dept:				Date Assessed:		Assessed by:	
Task/Activity:				Review Date:		Reference Number:	
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
1	For example; Being struck by lightning	Member of Staff, pupil, student, visitor, contractor	Advice given that outdoor activities should not take place during thunder and lightning storms	4	1	L 4	Advice given that you should stay indoors and not shelter under trees or stay out in the open during storms. Buildings that require lightning protection will have systems tested and inspected on a regular basis.
2							
3							
4							
5							

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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Policy Details

This Page Should Not Be Published

Document Owner:	J ROSCOE
Document Input:	SLT
Document Sources:	DFE
First Created Date:	JULY 2022
Last Update Date:	AUGUST 2023
File Location of Original Policy:	SHAREPOINT

Approver	H&S COMMITTEE
Role	BOARD OF DIRECTORS
Last Approval Date	AUGUST 2023
Next Review Date	AUGUST 2024