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# THE HAMMOND – Risk Assessment Policy

October 2016, May 2016, March 2018

## Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

Helping Every Child to Achieve More

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**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”.

The Hammond will carry out risk assessments to identify any significant health and safety hazards in relation to our activities, and will implement control measures to manage these risks.

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 a vulnerable group in 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 Preparatory School and The Hammond’s boarding facility. 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 Policy
- First Aid Policy
- Safeguarding Policy

Overall responsibility for risk management within the School rests with the Directors. The Governing Body has delegated the overseeing of risk and Health and Safety to the Health and Safety Group, led by a Board Director, strategic management, and to the Headmistress for the operational management of health, safety and risk. Within the School the Head devolves health safety and risk management to the Leadership and Management Team and to the members of the Health and Safety Group.

It is the responsibility of Heads of Department 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 Head, 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 the Deputy Head). 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 adheres to the Independent Schools Inspectorate Standard Regulations in Paragraph 16.

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

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Risk is addressed under the following policy headings:-

**Health and Safety Policy** deals with areas such as Educational Trips, Medical Needs Fire procedures, Accident Policy, First Aid, Transport.

- **Safeguarding Policy** - the Prevent Duty, low level concern forms, including Designated Safeguarding Lead.
- **Anti-Bullying**
- **Behaviour Management**
- **Critical Incident and Emergency Planning**
- **Drug and Alcohol Misuse**
- **Extra-Curricular Activities**
- **Fire Prevention**
- **General Site Risk Assessment**
- **Minibus**
- **Mobile Devices**
- **No-Smoking**
- **Out of Hours Form**
- **Physical Restraint (Use of)**
- **Safe Touch**
- **Safer Recruitment Candidate Information**
- **Self-harm**
- **Spiritual and Moral Development**
- **Staff Recruitment**
- **Supervision Outside Lesson Times**
- **Visitors in School**
- **What to do if you are worried about something.**

Risk assessments should be completed for the following

- **Educational Visits** – by the teacher in charge of the trip, then to be authorised by Assistant Principal (Academic), Vice-Principal Artistic or Academic or the Principal.
- **DBS not received** – Principal to undertake risk assessment.
- **Low Level Concern Form** – by any member of staff. Then passed to Designated Child Protection Officer
- **Out of Hours Form** – member of staff requesting use of the building outside of normal timetable requirements.

### **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 and List 99 checked on appointment. If a DBS check is not received prior to a teacher starting, but after a clear List 99 check is received, a risk assessment is undertaken by the principal. However, staff for boarding are not employed without a DBS check.
2. The school community protected by detailed Health and Safety Policy and Procedures.
3. Detailed risk assessments done on any school trip – however minor – See Health and Safety Policy – Educational Visits.
4. Low Level Concern Form for Safeguarding.
5. Regular detailed pastoral meetings weekly (Green Form).
6. Termly Health and Safety Meetings attended by director with responsibility.
7. LMT meetings weekly (includes boarding staff).
8. Regular training for all staff on necessary areas such as Safeguarding (including Prevent) and Anti-Bullying.
9. Thorough safeguarding policy (including Prevent, 1<sup>st</sup> Aid Medical Needs).
10. Regular contact with local safeguarding board. (LCSB)
11. Regular contact with the Boarding School's Association (BSA).
12. Training of boarding staff through the BSA.
13. General Site Risk Assessment – see Whole School Policies.
14. School's caterers do their own additional risk assessments
15. Contractors conduct their own risk assessments, for example hot working which requires additional certification and a Permit to Work, supplied by the Facilities Manager prior to commencing the job.

## **Training**

Staff are supplied with policies during their induction on joining the school, and the policies are also made available on the Staff Shared Area –Drive T:/Policies. 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 issued with an INSET Folder – also available on the T: Drive – on this day.

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

Specific training eg. “Working at heights Awareness Training” is conducted by external providers for school staff, through our safety advisors, Delyn Safety UK, retained by the school to advise on all aspects of Health & Safety.

## **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 fallen out of date
- 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, Deputy Heads)

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. Premises 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.

Our reception staff monitor and manage visitors into the school. Premises 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.

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 Facilities 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 contract

### 3. 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 Appendix 1, 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 matrix 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. Reassess (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.

