Hampton Court House

Risk Assessment Policy

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Statement of Intent

1. This policy applies to Hampton Court House School and Hampton Court House Early Years (hereafter known as Hampton Court House, HCH or the School).

2. The purpose of this policy is to enable the School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

3. This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'. The Independent School Standards and Early Years Foundations Stage regulatory requirements demand that the School ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

4. The School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.

The purpose of a Risk Assessment

5. Risk assessments focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally, for example through a Toolbox Talk or where appropriate more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting.

6. The range of risk assessments used across the school will create a risk profile; covering the nature and level of the risks faced, the likelihood of adverse effects occurring, associated costs and effectiveness of current controls. High level strategic business risks will be captured by the School Risk Register, owned and reviewed by the Health and Safety Committee meeting every half term.

What is a Risk Assessment?

7. A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, particularly in the School's case to staff and pupils, that could result from a business activity or situation and to identify action needed to reduce the level of risk.

    a. A hazard is anything with the potential to cause harm e.g. chemicals, electricity, working from ladders.

    b. The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

8. A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable.

9. Risk control measures are the measures, actions, and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. substituting harmful chemicals, staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

10. Risk assessments are used to identify the potential hazards to people from the School's activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste) risks.

Responsibilities For Risk Assessments

The School's Responsibility

11. It is the School's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely Heads of Departments or Managers, their direct line managers (e.g. Deputy Head, Bursar or relevant SLT member) and the Principal. The relevant SLT member monitors and evaluates risk assessments, and reports on risk assessment to SLT.

12. The School will utilise risk assessments at all levels to manage risk, from the Risk Register to risk assessments for individuals.

13. The School will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments, as a minimum all teaching staff will undertake online training in risk assessment writing. Key staff in support departments with a responsibility for completing risk assessments will also undertake the online training or obtain the required knowledge and skills via other training methods.

Health and Safety Committee

14. The Health and Safety Committee, comprising of members of key departments in the school will review the School Risk Register regularly and monitor the effective implementation of this policy.

Heads of Department and Support Departments

15. Heads of Department or other Managers should ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and, so far as is reasonably practicable, removed or adequately reduced and controlled. Risk assessments will enable suitable controls, helping establish safe systems of work and H&S training needs of staff.

16. Assisted by the relevant SLT member, risk assessments are the responsibility of Heads of Department and Managers, however, responsibilities for specific assessments are as follows:

ACTIVITY	RISK ASSESSMENT RESPONSIBILITY
Trips and Visits	Trip leader (overseen by relevant SLT member)
Grounds Maintenance & Maintenance	Deputy Head – Compliance

Activities	
Cleaning	Deputy Head – Compliance (In conjunction with Cleaning Contractors)
Building Work Activities	Deputy Head – Compliance
External Lets	Deputy Head – Compliance
Fire Risk Assessment	Deputy Head – Compliance
Data Protection Impact Assessments	Data Protection Champion
Display Screen Assessments	IT Technician
Pregnancy Risk Assessment	Head of HR/Line Manager
Individual Classrooms	Head of Department/Teacher
Playing Fields/Pitches/Courts	Head of Sport
Machinery/Equipment	Head of Department or Manager with responsibility for the equipment
Visiting Speakers & Prevent Duty	Deputy Head - Pastoral
Events	Event organiser (overseen by relevant SLT member)

17. Heads of Department or Managers must ensure that risk assessments are stored on the shared drive for ease of access and reference. Heads of Department or Managers must ensure department risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis.

Responsibilities of all Staff

18. All staff are responsible for taking reasonable care of their own safety, together with that of pupils, other staff and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties.

19. All staff are expected to participate in the completion of risk assessments when requested to do, follow safety related instructions and safe systems of work identified in risk assessments. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager, in order to assist with reducing risks.

General Arrangements

20. Each department is responsible for ensuring risk assessments are in place for all work activities. The Finance Manager, the Deputy Heads, and the relevant SLT member will work with departments to provide advice and support.

21. Risk assessments should consider the following general hazards/situations:
    a. Safeguarding of pupils
    b. Supervision arrangements
    c. Manual handling
    d. Working at height

e. Slips and trips
f. Hazards from equipment/machinery used
g. Lone working
h. Substances hazardous to health (COSHH)
i. Noise
j. Access and egress
k. Preventing unauthorised access to high risk areas
l. New and expectant mothers.

22. Risk assessments should be undertaken using the school risk assessment template to enable a consistent judgement of risk and easy identification of the high priority risks, see Appendix 2.

23. Completed risk assessments must be made available on the shared drive and the relevant SLT member notified.

24. A variety of generic risk assessments have been created covering some of the above generic risks, (available on the shared drive). However generic risk assessments should be treated with caution, whilst these can be a useful starting point for departments, assessments need to be specific to the actual situation and it is important that we are able to operate all the control measures listed.

25. A number of site wide risk assessments have been completed and are available, with associated procedures, from the House Team and/or Deputy Head - Compliance, these include:
    a. Fire
    b. Legionella
    c. Asbestos
    d. Traffic onsite

Dynamic Risk Assessment

26. Although many risk assessments have been completed, it is possible that some tasks still need assessing or reassessing, therefore if any member of staff has a role which they think has uncontrolled risks, they must inform their line manager, the Deputy Head - Compliance, the relevant SLT member, or one of the other Deputy Heads.

27. Levels of risk can change from day to day, and tasks that have been assessed and suitably controlled may have a higher level of risk on some occasions (e.g. due to weather conditions or poor housekeeping), and it is essential that every member of staff takes a moment to assess risk from every job before they start it. This is known as a 'dynamic risk assessment' and is simply taking a moment to think before acting. It's the same principle as looking both ways before crossing the road – you have to do it every time before you cross the road. Staff must still take the time to assess the risks before undertaking a task, even if there is an up to date risk assessment.

28. Staff must never undertake a task where they have identified a risk that means they cannot do the task safely at that point in time, or that creates uncontrolled risk to others.

Training

29. All new members of staff are given an induction into the School's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it.

30. All staff responsible for completing risk assessments will be provided with training to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

31. The school provides professional training courses for both teachers and technicians who work in Science and Art. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

32. Line Managers and Heads of Departments are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of pupils and staff.

33. Risk assessments should be used to identify further staff training needs to enable them to work safely.

Educational Areas

34. There are number of higher risk pupil focused activities which take place at HCH, each of which requires risk assessment:
    a. safeguarding, child protection, and Prevent
    b. data protection and privacy
    c. outdoor adventurous training and overnight trips
    d. science experiments
    e. each sport and PE activity
    f. art activities and equipment
    g. music activities (including minimising the risk of hearing loss to staff)
    h. drama activities and sets (including the set build and break down, back stage, stage/performance, props room and lighting box)

35. Schemes of work and lesson plans for the above educational areas should include details of the hazards and risks associated with the activity, to ensure pupils are aware of the risks involved and general health and safety arrangements.

36. HCH subscribes to the CLEAPS Advisory Service (www.cleapss.org.uk) that provides model risk assessments for activities in Science and Art.

Classroom and Office Risks

37. In recognition of the limited risks involved in classroom teaching, the School will use a Health and Safety Checklist for classrooms, such as English, History and Geography classes. The Health and Safety checklist will be provided to teachers annually, each teacher should complete the checklist and return it to the Health and Safety Manager. All responses will be collated and an action plan created with risk levels and priorities identified, this plan will be given to the Maintenance department to implement the necessary remedial measures.

38. All teaching subjects will be asked to complete the H&S checklist to assist with providing a safe environment for teaching and learning to take place.

39. Office staff will also be requested to complete a simple health and safety checklist, although these are low risk work environments it's important to ensure safe access/egress, suitable lighting and ventilation for example.

Educational Visits

40. The school has a separate policy for educational trips involving pupils, this is overseen by the relevant SLT member. For full details please see the Trips and Off-Site Visit Policy which

covers routine trips, major trips and arrangements for dealing with external organisations. The following is drawn from this policy:

41. Routine Trips: On induction, all teachers are briefed on the "Do's and Don'ts" and "Actions On" regarding routine school trips, such as away matches and theatre trips. Every teacher reads and signs a copy of a generic risk assessment devised for this purpose. The originals are stored by the relevant SLT member and copies retained by teachers for reference. This standard risk assessment document covers key aspects of supervision and responses to incidents. A copy is displayed on the school's shared drive.

42. Major Trips: Overseas trips, overnight trips, trips involving adventure training and any trip involving swimming in open water or boating must have specific risk assessments completed and submitted to the relevant SLT member for approval and storage. The relevant SLT member must also ensure the correct licences are in place for adventures activities. Before a major trip departs, key information, together with the trip Risk Assessment, must be deposited with the relevant SLT member. This information will be stored on the school's shared drive, accessible to staff who may need to access it.

Access by Pupils to Risky Areas

43. Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially hazardous areas, such as cleaners' cupboards or boiler rooms, the kitchen, the Science Laboratories and prep rooms. Doors to these areas are kept locked when not in use. Pupils are only allowed access if risks are suitably controlled or accompanied by a member of staff.

44. A site wide risk assessment captures the above risks and others such as transport arrangements. The purpose of this site wide risk assessment is to consider generic site related risks which are unlikely to be picked up by teaching and support departments activity/operational risk assessments, in order to protect the safety and health of all those using the HCH site. The Health and Safety Committee reviews the site wide risk assessment.

Pupil Welfare and Supervision

45. When completing risk assessments, staff, particularly teaching staff should ensure safeguarding risks to pupils are considered and documented. One of the controls used to protect pupils will be adequate competent supervision. The Missing Child Policy details the expectations of how pupils are supervised during various activities and times of the day. Staff ratios and availability play a key part of ensuring appropriate supervision of pupils.

Data Protection and Privacy

46. For the procedure regarding handling the risk associated with data and privacy, including when and how to complete a Data Protection Impact Assessment, please see the Data Protection and Privacy Policy.

Requirements for Contractors Engaged on behalf of HCH.

47. Contractors are responsible for undertaking their own risk assessment, in order to protect the health and safety of their staff, HCH pupils and staff (and others). The contractor "owns" the risk involved with their work activities. However, HCH has an obligation to ensure competent contractors are used, sufficient time for planning is allowed and risk assessment forms part of the planning and work processes.

48. If a contractor is employed to undertake work on behalf of HCH, the person engaging the contractor (contracting manager) must ensure suitable and sufficient risk assessments are

in place to cover the work, prior to work starting. The contracting manager will need to review and discuss the contractor's risk assessments and provide supervision of the contractor to ensure risk assessments are being adhered to.

Events at HCH

49. Planning for events at the School will also involve risk assessments at different levels depending on the scale of the event. The event organiser should use the Event Planning Toolkit to plan the event, this includes a basic risk assessment for smaller events and a more detailed risk assessment and dedicated support from the relevant SLT member for large scale events.

First Aid Risk Assessment

50. The relevant SLT member has undertaken a risk assessment to establish the level of first aid provision required, using a template from St John Ambulance. This risk assessment concludes that 40 qualified first aiders were required, in addition specific first aid skills would be required for outdoor adventure activities e.g. Duke of Edinburgh Award expeditions.

51. Staff responsible for organising first aid provision for trips, events and sports activities and fixtures (home and away) should ensure there is an appropriate risk assessment in place to establish the levels of provision required and the types of first aid kits required.

Display Screen Assessments

52. The Health and Safety (Display Screen Equipment) Regulations 1992 require the School to protect employees from any risks associated with Display Screen Equipment (DSE) (i.e. computers and laptops). These Regulations only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of 2 hours or more). The Regulations do not apply to workers who use DSE infrequently or for short periods of time.

53. The above requirements will be achieved by requiring all DSE users to complete an online training and assessment programme. The assessment will identify any additional controls needed e.g. document holders or a foot rest, with the results being shared with the individual's line manager.

54. Once the assessment has been completed and the individual confirmed as a DSE user; HCH will pay up to £40 for an eye test and contribute £150 towards the cost of spectacles required for use with the DSE. The costs should be reclaimed by the individual via an expenses claim form, with a copy of receipts attached and submitted to the Finance Manager for approval.

Young Workers

55. When employing a young person under the age of 18, whether for work or work experience, under the Management of Health and Safety at Work Regulations 1999, the School has the same responsibilities for their health, safety and welfare as they do for other employees.

56. While there is no requirement for a separate risk assessment specifically for a young person, if a department has not previously employed a young person they should review their risk assessment and take into account the specific factors for young people, before a young person starts with them. It is important to take into account a young person's lack of maturity, lack of risk awareness, insufficient attention to safety and lack of experience or training.

57. A young person should not be asked to do work which involves a risk to health from extreme cold or heat; noise; or vibration. There are also specific restrictions within the Approved Code

of Practice, relating to young people using lifting machinery, power presses, woodworking machinery, and fork lift trucks. If a department wishes to employ a young person directly or via a work experience/apprenticeship scheme, the Head of Department must contact the Deputy Head - Compliance for further advice.

New and Expectant Mothers

58. New or expectant mother, means an employee who is pregnant; who has given birth within the previous six months; or who is breastfeeding. The School is not responsible for a pregnant person until she has officially declared her pregnancy. Therefore, airing on the side of caution when writing a risk assessment should be considered to help with identifying the preventive and protective measures that might be required.

59. Heads of Departments or Managers should ensure that departmental risk assessments adequately cover risks to new and expectant mothers. If this has not been covered or is felt to be insufficient a specific risk assessment should be completed by the line manager, using the template provided in the Expectant and Nursing Mothers at Work Policy, available on the shared drive and intranet.

60. Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the preventive and protective measures taken, the School will need to do one of the following:

    a. Alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met.

    b. Identify and offer her suitable alternative work that is available.

    c. Suspend her from work. The Employment Rights Act 1996 (which is the responsibility of the Department of Trade and Industry) requires that this suspension should be on full pay. Employment rights are enforced through the employment tribunals.

Monitoring and Review of Risk Assessments

61. All risk assessments should be regularly reviewed:

    a. If there is significant change in the circumstances, e.g. new equipment/ways of working

    b. After an accident or incident

    c. If the original assessment is no longer valid, e.g. change in legislation or changes in technology/science.

    d. In all other cases regularly (annually)

62. Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practices change or in the event of an accident. As each department (teaching and support) reviews and develops their risk assessments it will be possible to maintain a "library" of risk assessments on our shared drive for staff to refer to and adapt for their own use.

63. The Deputy Head - Compliance, and Deputy Heads will carry out a health and safety review of all departments with a focus on risk assessments, to ensure they are kept up to date, reviewed at least annually and of a quality to be deemed ‘suitable and sufficient’. Such reviews will take place annually but may be more frequent if there are significant improvements required.

64. The Deputy Head - Compliance will periodically provide an overview of school wide risk assessments, focussing on high level risks, to the Health and Safety Committee for review, to ensure action is taken where necessary through planned improvements to reduce risk.

References, Resources and Related Policies

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work Act etc. 1974
- HSE Publication “Risk Assessment – A brief guide to controlling risks in the workplace.”
- HSE publication “5 Steps to Risk Assessment”.
- CLEAPSS Advisory Service www.cleapss.org.uk
- Health and Safety Policy
- Safeguarding and Child Protection Policy and Procedures
- First Aid Policy and Accident Procedure
- Missing Child Policy
- Data Protection and Privacy Policy

Appendix 1 - How to Conduct A Risk Assessment

Appendix 2 contains a template document and guidance on how to undertake a risk assessment. The template is based on the HSE's Five Steps to risk assessment. A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations.

To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritise putting in place, appropriate and sensible control measures.

It's crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks.

When completing a risk assessment the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless school/work activities increase the risk.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. This is what is meant by a hierarchy of control. The list below sets out the order to follow when planning to reduce identified risks. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

1. Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.

2. Substitution - Replace the material or process with a less hazardous one.

3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.

4. Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.

5. Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Appendix 2 - Template Risk Assessment

Hampton Court House

Risk Assessment Form

Building Address: **By:**

Date:

RISK EVALUATION					
Rate Severity			Rate Probability		
Catastrophic	5	Death and/or major injury as per RIDDOR	Certain	5	Inevitable, will happen shortly
Major	4	Severe injury, long term absence, in patient	Very Likely	4	Will occur several times, likely to occur shortly
Serious	3	Injuries causing absence of more than 3 days	Likely	3	Probably will occur in time
Minor	2	Injury causing up to 3 days absence	Unlikely	2	Conceivable, may occur in time
Negligible	1	Scratch, bruise	Very Unlikely	1	Very remote chance of occurrence

The overall risk in each case is determined as follows:
Risk = Rate Severity x Rate Probability
High: 15-25 – Improve Control Measure and consider stopping activity
Medium: 8-12 - Improve Control Measure
Low: 1-6 - Maintain & Review Control measures

Overview of Trip/ Activity Assessed

Hampton Court House School Risk Assessment

People at risk: Pupils and Staff members

Hazard	Risk and observations	Risk Level			Control Measures	Residual Risk Level			Further Action Required
		Severity	Probability	Risk = S x P		Severity	Probability	Risk = S x P	
Coach Travel									
Boarding and Alighting from coach	Trip or fall on stairs	5	2	10	Member of staff to supervise boarding and alighting. Children to walk in single file on stairs. One adult to board/alight first and another last after all children.	**5**	**1**	**5**	
Boarding and Alighting from coach	Accident from cyclists or other road users	5	2	10	Ensure boarding in a safe place, such as marked bus stop or near to gate in Green Carpark Ensure bus is parked as close as possible to kerb before alighting or boarding.	**5**	**1**	**5**	
Start or end of journey	Missing children	5	3	15	Staff to carry out head count whilst boarding or alighting. Paper copies of class/group list, amended to show absences, to be carried by a member of staff and handed to reception when signing out of class building. Adequate supervision in place throughout trip. Electronic register completed on school system as appropriate. Staff to take register on coach before departure from school or venue.	**5**	**1**	**5**	
During journey on coach	Fall on coach	4	2	8	Coaches fitted with 3 point seat belts. Staff to check all children correctly wearing seatbelts before departure and monitor during journey. Children to stay in seats at all times whilst coach is moving.	**4**	**1**	**4**	
During journey on coach	Traffic accident	5	2	10	Use reputable coach company with appropriate checks and assurances in place. Coaches fitted with 3 point seat belts. Staff to check all children correctly wearing seatbelts before departure and monitor during journey. Children instructed to face forwards and stay in their seats for duration of journey. Check emergency procedures with driver and make children aware of emergency exits.	**5**	**1**	**5**	