



Risk Assessment Policy

Introduction

Scott College's local Governors are committed to promoting the safety and welfare of all members of the school community. Governors' priority lies in ensuring that all operations within the school environment, both educational, support and work placement, are delivered in a safe manner that complies fully not just with the law but with best practice.

It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our students to be educated to cope safely with risk as they prepare for a future in scientific, medical and healthcare fields.

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 an 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.
- A risk assessment is the resulting assessment of the severity of the outcome, for example, loss of life, destruction of property.
- Risk control measures are the measures and procedures that are put in place to minimise the consequences of unfettered risk, for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance.

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

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals or medical equipment are properly stored in locked stores and containers.

Risk assessments are reviewed and updated annually by Senior and Middle Leaders, Trip leaders and other staff.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of importance are:

- Asbestos Control
- Educational Visits and Trips
- Fire Safety
- Health and Safety

Risk assessments are also needed for many other areas, including:

Educational

- Science
- Food Technology
- Sport and fitness enrichment
- Duke of Edinburgh's Award
- Creative enrichment
- Work placement
- Masterclasses

We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science and technology activities.

Pastoral

The focus of our pastoral care is to ensure that each student becomes a confident, articulate young adult capable of keeping him/herself safe at home or outside the home. Our PSHE programmes, assemblies and external speakers are directed towards promoting an increasing understanding over time, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken.

Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

Accident forms are kept in the medical room, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Headteacher, and the relevant senior member of staff.

Child Protection

Our Child Protection Policies and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK.

By extending this regime to Governors, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.
- Caretaking and Security Risk assessments cover all significant risks. Emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.
- Maintenance Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment. External Contractors are required to ensure safe working practices including the use of appropriate PPE.
- Grounds Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices. External Contractors are required to ensure safe working practices including the use of appropriate PPE.
- Administrative Staff Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

Scott College use the model Risk Assessment recommended by HSE.

Our policy is not to carry out any high risk activity. Activities involving students are normally low risk. Some medium risk activities are undertaken with students, for example on Trips, work placements and during Duke of Edinburgh's Award training.

Scott College uses only specialist, qualified instructors provided by the centres and schemes for these activities. We employ specialists to run higher-risk tasks. Our staff may carry out medium rated activities only if they have been specifically trained for the activity. If external specialists will be working with pupils without school staff present they are required to have appropriate DBS checks.

Students are:

- given a safety briefing before participating in medium and higher risk activities.
- expected to wear personal protective equipment provided and assessed as required for the activity.
- expected to follow instructions. All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. Senior Leaders arrange for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

Review of Risk Assessments

All risk assessments are regularly reviewed – Annually unless legislation, good practice or circumstances dictate otherwise.

Risk assessments are in place for all areas of Scott College life

Health and Safety Policy is complementary to the Risk Assessment Policy.

The Headteacher maintains a copy of completed risk assessments and these are available for reference.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements including risk assessments, and records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher and Senior Leaders to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Headteacher.

Accident Reporting

The school First Aider is responsible for completing accident/incident reports and HSE notifications which are then referred to the Headteacher to record. In accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises must be recorded and reported to HSE. All notifiable accidents and near misses are reviewed by the Governors, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Statements

The Governors carry out regular reviews of the Schools activities and the systems in use. This is for planning for the future and assessing major risks to which the School is exposed. Health and Safety is a standard agenda item on the Governors committee meetings.

The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- strategic risks
- loss of income
- damage to reputation
- failure to teach the correct syllabus
- Safeguarding and Child Protection issues
- gaps in Governor skills
- conflicts of interest
- employment disputes
- major Health and Safety issues
- possible data loss
- risks of fire, flood and land slip
- poor cash flow management
- fraud
- loss through inappropriate investments

The measures taken to protect the school against such risks, include:

- appointment of the Headteacher and the MAT Accounting Officer
- safe recruitment of staff, Governors and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- insurance
- strong financial controls and procedures that are regularly reviewed
- use of professional advice from lawyers, accountants, architects, as needed
- RO and annual audit of the schools financial records
- review and maintenance of the risk register