



EDGEBOROUGH SCHOOL

Risk Assessment Policy

(including EYFS and Boarding)

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Introduction

The Head and Governing Body place the upmost priority on safeguarding and promoting the welfare of pupils and are committed to:

- promoting the safety and welfare of all members of the school community and visitors and;
- ensuring that all operations within the school environment are delivered in a safe manner that complies 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.

This policy applies across the school, including EYFS, and should be read in conjunction with all other school policies, all of which contain aspects of welfare and Health and Safety for the Edgeborough community.

What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard that could result from a particular activity or situation. Risk assessments will consider:

- 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
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Why Carry out Risk Assessments?

Risk assessments can be used to identify potential hazards to people (e.g. slipping, falling) and property (e.g. fire) and strategic hazards (e.g. reputation, loss of pupils), financial hazards (e.g. declining pupil numbers), compliance hazards (e.g. child protection issues) and environmental hazards (e.g. asbestos, legionella).

Risk assessments are a legal requirement under Health & Safety legislation and a requirement of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards. By focusing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Effective preventative measures can often be surprisingly simple and cost-effective.

What areas require risk assessments?

There are numerous activities carried out at school, each requiring its own separate risk assessment. Areas requiring risk assessment include (but are not limited to):

- Educational trips and visits
- Forest School
- Science
- Design and Technology
- Sport and PE activity
- Drama, dance and music
- General classroom plus boarding house
- Outside play equipment
- Catering and cleaning
- Caretaking and maintenance
- Grounds and premises
- Swimming pool safety and water safety
- Early Years Foundation Stage (EYFS) activities
- Elements of HR (Return to work, pregnancy, etc)

The school also subscribes to CLEAPSS Advisory Service and follow their advice regarding risk assessments for all Science and Art and Design Technology activities.

Conducting a Risk Assessment

There are several possible ways to conduct a risk assessment, but we use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”. (2014)

1. Identify the hazards

Observe the task or area; refer to available guidance and information about best practice; look at accident records; check manufacturer instructions or data sheets (e.g. COSHH); ask staff for their views.

2. Decide who might be harmed and how

This might include not just pupils and staff but visitors to the school, contractors, etc. Consider groups with specific needs or vulnerabilities, e.g. new or young workers, expectant mothers, people with disabilities.

3. Evaluate the risks and decide on precautions

Evaluation of risk should consider both likelihood and potential severity of consequences. Consider what is already being done to reduce or manage the risk and whether further action is required. If the hazard cannot be eliminated altogether consider: switching to less risky alternatives; preventing access to / reducing exposure to the hazard; providing suitable training / instruction; ensuring suitable supervision; issuing protective equipment; providing first aid support. It is important to involve and consult with staff who are affected.

4. Record your significant findings

Risk assessments must be formally documented. These may take various formats, but a general risk assessment template is saved in the R drive/Risk Assessments/Risk Assessment_proforma. Further guidance and examples are available from the HSE website.

5. Review your assessment and update as necessary

Risk assessments must remain up-to-date and relevant. They should be reviewed:

- At regular intervals not exceeding one year
- Following a significant change to the activity or people involved
- Following changes to the physical environment
- If there is reason to suspect the previous assessment is no longer valid e.g. after an accident or near miss has occurred
- When there are relevant legislative changes or changes in good practice.

Completed Risk Assessments should be saved on the R drive (Risk Assessments). The Risk Assessment template is also stored in this location.

Specialist Risk Assessment

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. The Estates Manager arranges for specialists or competent persons to carry out risks assessments on the following:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Expert advice will be sought in risk assessing other areas as appropriate.

Responsibilities

Governors are responsible for overseeing the policies and implementation of policies of all aspects of Health and Safety at Edgeborough including risk assessment. The Governing Body will nominate a Governor with specific responsibility for Health & Safety who will take an overview of school risk assessments to ensure that they have been carried out to a suitable standard and cover all significant risks.

Specific day to day responsibility for Health and Safety is delegated to the Bursar, who serves as Chair of the Health and Safety Committee and reports to Governors. The Senior Deputy, Bursar, Estates Manager and Head of Pre-Prep will be responsible for the implementation of this policy and the maintenance of risk assessment records.

All staff will receive guidance on risk assessment as part of their induction and further risk assessment training or guidance will be provided on specific areas as required. Staff are responsible for carrying out suitable risk assessments of their own areas and for reporting any identified risks to:

- Senior Deputy Head/ Head of Pre-Prep for teaching departments and off-site activities with pupils
- Estates Manager for buildings, grounds, and maintenance
- Bursar for administrative and support staff activities
- Senior Deputy Head for pupil activities
- Senior Deputy and Estates Manager for fire risk assessment
- Operations Manager for catering, cleaning and housekeeping
- Head of Boarding for all boarding activities
- HR Manager for HR issues

Action required to remove and/or control risks will be approved by one of the following as appropriate:

- Heads of Department
- Bursar
- Head of Pre-Prep
- Senior Deputy Head

Heads of Department will be responsible for ensuring the action required is implemented and to follow through any longer-term actions required.

Appendix 1: List of Risk Assessments

Department	Activity	Responsibility	Comments
General	Site security	Estates Manager	
	First Aid	Deputy Head Pastoral	
	Fire	Estates Manager	
	Fire evacuation	Senior Deputy & Estates Manager	
	Display Screen Equipment/Workstations	Estates Manager	
	Site traffic	Senior Deputy & Estates Manager	
	Lone Working	Bursar	
	Working at Height	Estates Manager	
	New and expectant mothers	HR	
	Adults on site who are not directly employed	HR	DBS checks (by HR Dept)
	Personal Emergency Evacuation Plans	Senior Deputy & Estates Manager	
Academic	Classroom Checklist	Individual teacher (see list, r drive)	All classrooms assessed before the start of the academic year
	Science Lab 1 & 2	Head of Science	All experiments follow CLEAPSS guidance
	Science prep room	Head of Science	
	Science risk assessment	Head of Science	
	Art studio & art activities	Head of Art	All studio work assessed using CLEAPSS guidance
	Design & Technology	Head of Dt	All studio work assessed using CLEAPSS guidance
	Dunbar Theatre, lighting box	Head of Drama	Risk assessments produced for all school productions including use of strobe lighting, smoke machines etc
	Sports department	Director of Sport	RA's for each area RA's for each sport/activity
Pastoral	Boarding House	Head of Boarding	Including fire evacuation from the boarding house RA's for activities RA's for 'special events'
	Safeguarding	Deputy Head Pastoral	

Co-Curricular	Educational trips and visits	Senior Deputy	RA's written for each trip
	Visiting speakers	Senior Deputy	
	Minibuses	Senior Deputy	
	Activities	Head of Activities	
Events	Occasional events	Organiser, Senior Deputy/Head of Pre-Prep	To include Open mornings, Swimming Galas, Concerts etc
	Use of site by external groups	Events manager	RA's checked prior to arrival
Support Services	Estates	Estates manager	eg. Legionella, Asbestos, Construction Work, machinery, hand tools, working with electricity / gas, management of contractors, etc. (Includes COSHH)
	Grounds	Estates manager	eg. Use of pesticides, machinery, hand tools, etc. Noise and vibration. Tree works. (Includes COSHH)
	IT	Network manager	
	Catering	Operations manager	