



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

## **RISK POLICY**

### **INTRODUCTION**

The School's 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 and support, are delivered in a safe manner that complies fully not just with the law but with good practice. It is recognised that risks are inherent in everyday life but that so far as possible they should be identified and minimised. It is important for our pupils to be educated to cope safely with risk.

This policy should be read in conjunction with all other relevant policies.

### **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 a particular 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) i.e. what would be the result of that harm
- risk control measures are the measures and procedures that are put in place in order to eliminate hazards and to ensure that risks are adequately controlled

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, impact on development), financial hazards (e.g. falling pupil numbers), compliance hazards (e.g. safeguarding issues) and environmental hazards (e.g. asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money and that preventative measures can often be surprisingly simple and cost effective (e.g. the application of hazard warning tape to a trip hazard).

Risk assessments are reviewed and updated regularly by Heads of Department and passed to the Facilities Manager for logging.

### **WHAT AREAS REQUIRE RISK ASSESSMENT?**

There are numerous activities carried out at the School, each of which may require its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Educational Visits and Trips
- Fire safety
- Asbestos control
- Health and Safety
- Swimming Pool safety

Risk assessments are also needed for many other areas, including Science, Design and Technology, Food Technology, PE and maintenance activities. The School subscribes to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all Science activities.

## **MEDICAL AND FIRST AID**

The School has written procedures for First Aid. During term time accident forms are maintained by the School Nurses, who are responsible for ensuring that accident reports are completed. The School's *Health Care and First Aid Policy* explains the procedures that are followed in the event of a medical event.

## **SAFEGUARDING/CHILD PROTECTION**

Our Safeguarding/Child Protection Policies and training for all staff form the core of our Safeguarding/Child Protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children, who are not allowed to work in the UK or who do not display suitability to work with children. By ensuring that everyone in our community receives regular safeguarding training, we manage this risk to an acceptable level.

## **SUPPORT AREAS**

- Catering and Cleaning - Risk assessments and training cover all significant risks, 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.
- 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, swimming pool maintenance 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.
- 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.

## **GUIDANCE ON CONDUCTING RISK ASSESSMENTS**

A template risk assessment form can be obtained from the Facilities Manager and blank forms and copies of all current risk assessments are held by the Facilities Manager and Heads of Department. These are to be made available at the location of the risk or activity.

When completing a risk assessment, the person responsible should:

- Identify the hazards associated with the location / activity, considering anything that has the potential to cause harm.
- Group the hazards together, e.g. slips, trips and falls; burns; chemicals; electrocution etc. These broad headings may not be perfect as there is often an element of overlapping or personal opinion, but they should help to simplify the process.
- Consider the risk rating, in the context of the frequency of the hazard occurring (with the existing controls in place) and the severity of the hazard. Rate the hazard low, medium or high.
- State what existing control measures are in place to manage the hazards e.g. trailing leads covered with rubber strips. High risk items should be considered first and more thoroughly.
- Where existing controls are not considered good enough, state what further controls are required.
- Where relevant, discuss findings with other members of the department. Ensure that new or inexperienced staff are aware of the risk assessment and the controls required.
- Review the risk assessment regularly.

## **SPECIALIST RISK ASSESSMENTS AND HIGH-RISK ACTIVITIES**

The Facilities Manager arranges for professionals to conduct risk assessments where specialist knowledge is required, e.g. for asbestos and legionella.

## **REVIEW OF RISK ASSESSMENTS**

Risk Assessments are not a once-and-for-all activity. They should be 'living documents' that are reviewed regularly and amended as necessary, particularly:

- after an accident, incident or significant near miss
- after any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
- regularly as appropriate to the risk

The School's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The School maintains a copy of completed risk assessments and these are available for reference by staff from Heads of Department and the Facilities Manager.

## **RESPONSIBILITIES OF ALL STAFF**

All members of staff are given an induction into the School's Health and Safety arrangements for risk assessments, Health and Safety procedures and Fire Safety, and records are kept of this training.

Further specialist training is given to those whose work requires it. Staff members 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 Head, the Bursar and other members of the SLT in order to enable the governors to execute with their Health and Safety duties. All members of staff are responsible for reporting identified risks or defects to the Facilities Manager and/or Bursar.

## **ACCIDENT REPORTING**

It is the responsibility of the Bursar to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor.

All notifiable accidents and near misses are reviewed by the School's Health and Safety Committee and then reported to the governors, with a view to assessing whether any measures need to be taken to prevent recurrence.

## **AUDIT COMPLIANCE STATEMENTS**

Governors carry out regular reviews of the School's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. The governors are satisfied that systems are in place to mitigate exposure to major risks. They review principal risks annually and ensure that a Principal Risk Register is maintained. The register records systems and measures in place to mitigate exposure to risks which are summarised within the following categories:

- Aims and objectives not in line with Charitable Objects
- Planning or development risk
- Reputational risks (e.g. child protection, duty of care, health and safety)
- Employment risks
- Estates related risks
- Financial risks
- Governance and management risks
- IT and IT Security

It also records measures taken to protect the School against such risks, including:

- 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 that are regularly reviewed
- Use of professional advice from lawyers, accountants, architects, etc as needed
- Formal review of compliance with the School's charitable objectives
- Independent inspection

This policy is reviewed annually by the Bursar.

The next review is due in March 2021.