RISK POLICY

Our Mission

Farnborough Hill welcomes all into our community, where we aim to live Christ's Gospel values joyfully and wholeheartedly, forming each individual to fulfil her potential and face the future with wisdom, strength and dignity.

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 our aim to adopt a 'whole School' approach to the management of such risks with an emphasis on pupil safety.

Legal Framework

This policy has been drawn up in line with the Health and Safety at Work etc Act 1974.

This policy should be read in conjunction with:

- Health and Safety Policy Statement
- Health and Safety Policy
- All other relevant policies

Aim

This policy details Farnborough Hill's approach to Risk Assessment as part of the overall management of Health, Safety and Wellbeing of pupils. staff, visitors, and members of the public.

'Risk Assessment' is one tool that the School will employ to identify, evaluate and manage risks. The Risk Assessment process will be robust, responsive to change and will complement the School's operations. As Risk Assessments are continually reviewed and revised, all relevant parties will receive ongoing training to maintain competency and confidence in the process.

What is a Risk Assessment

A risk assessment is a tool for conducting a formal examination of the risks a hazard poses 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) and severity of harm from a hazard occurring;
- risk control measures are the measures and procedures that are put in place to mitigate hazards and to ensure that risks are adequately controlled; follow the Eliminate, Reduce, Isolate, Control (ERIC) hierarchy to mitigate risk.

Risk assessments can be used to identify potential hazards to people (eg slipping, falling) and property (eg fire) and strategic hazards (eg reputation, loss of pupils, impact on development), financial hazards (eg falling

pupil numbers), compliance hazards (eg safeguarding issues) and environmental hazards (eg asbestos, legionella).

Risk assessments are reviewed and updated regularly by those responsible and passed to the Facilities Manager for logging.

<u>Responsibilities</u>

Management: Overall responsibility for Risk Assessments lies with the School Governors and Senior Management.

Training: In line with the Health and Safety at Work, etc Act 1974, the School will provide adequate information, instruction, training and supervision to enable staff to discharge their responsibilities and to work safely. Risk Assessment Training will be delivered at the following stages of employment:

- Induction
- At the beginning of a new work activity, if necessary
- Whenever there is a significant change in work activity
- Possibly following prolonged absence
- Ongoing as refresher training to ensure competence is maintained.

In addition to the basic Health and Safety training all staff receive about their workplace, role specific Health and Safety training will be identified and delivered to individuals in specific roles and departments. The level and amount of Risk Assessment training will therefore be appropriate to an individual's role, knowledge and experience. Training records will be maintained.

Temporary employees will receive induction and be informed of appropriate risk assessments.

Assessment: The responsibility for assessing risks within each department lies with the Head of Department. They are responsible for identification of hazards, the assessment of subsequent risk and the implementation of appropriate control measures.

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. While staff members receive appropriate training to discharge their duties in a safe manner, they are still responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmistress, Bursar and Facilities Manager and other members responsible for Health and Safety to enable the Governors to comply with their Health and Safety duties. Staff are encouraged to identify, report, and seek remedial action to potential hazards and risks.

All members of staff are responsible for reporting any risks or defects to their Head of Department, Bursar, and/or Facilities Manager on a day-to-day basis.

<u>What Areas require Risk Assessment</u>

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
- Swimming Pool safety

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

Medical and First Aid

The School has written procedures for First Aid. Accident and Near Miss forms are available on Firefly for completion. The School Nurses and the Facilities Manager receive the forms for review and any follow up. The School's *Health Care and First Aid Policy* explains the procedures that are followed in the event of a medical event.

Safeguarding and Child Protection

The School's Safeguarding and Child Protection Policy and training for all staff form the core of the School's Safeguarding and 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 the School community receives regular safeguarding training, the School manages this risk to an acceptable level.

Support Areas

- Catering and Cleaning - Risk assessments and training cover all significant risks, food safety and hygiene, allergies, manual handling, fire prevention, lone working, slips and trips and the control of substances hazardous to health (COSHH). Staff are made aware of the need to keep cleaning materials locked and out of reach of the pupils. Induction training and refresher training cover risk assessments, protective equipment and safety notices.
- Maintenance and Grounds - 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.

The School adheres to the principle of doing what is 'reasonably practicable' to protect people from harm. Responsibility for each department lies directly with the Head of Department who is responsible for the creation and maintenance of all Risk Assessments within their own department.

The School will follow the Health and Safety Executive's (HSE) 5 step approach to Risk Assessments:

Step 1 – Identify the hazards.
Step 2 – Identify who is at risk.
Step 3 – Evaluate the risks, ensure existing precautions are adequate.
Step 4 – Record and implement findings.
Step 5 – Regularly review and revise your assessment.

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, eg 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.
- State what existing control measures are in place to manage the hazards eg 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 annually or as required.

Specialist Risk Assessments and High-Risk Areas

Specialist Risk Assessments. The Facilities Manager will arrange for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella (water safety)
- Gas safety
- Electrical safety

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:

- Annually; or
- after an accident, incident or significant near miss;
- after any significant changes have been made, eg change of staff, introduction of a new working method; or piece of potentially hazardous equipment;
- annually or 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.

Accident and Near Miss 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 Occurrences Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor.
All notifiable accidents, near misses and incidents 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.

Risky Areas

Pupils gaining access to risky areas: Pupils do not have unsupervised access to potentially dangerous areas. Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, science laboratories, art/design technology workshops, food technology and the maintenance/ grounds workshops. Doors to these areas/rooms are kept always locked when staff are not present.

Audit Compliance Statements Committee.

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 (eg child protection, duty of care, health and safety).
- Employment risks.
- Estates related risks.
- Financial risks.
- Governance and management risks.
- ICT 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 September 2026.