



## RISK ASSESSMENT POLICY

The safety and welfare of members of the BSM community are always the school's highest priorities. Management recognises its responsibility to identify hazards in order reasonably to minimise risk and help to protect students, staff, visitors and contractors from harm. The aim of this policy is to set out a systematic approach for suitable and sufficient risk management throughout the BSM.

The Governing Body has delegated the overseeing of risk to the Principal for operational reasons. Within the school the Principal devolves health, safety and risk management to the Health and Safety Committee. Risk assessments are mostly completed in Italian with a view to fulfilling our duties under Italian law. Educational visits risk assessments will always be completed in English.

For the purpose of this policy the following definitions apply:

- **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 impact or possible outcomes
- **Control measures** are the measures and procedures that are put in place in order to minimise risk

Risk assessments focus on prevention, rather than reacting when things go wrong.

A record of risk assessments is maintained by the Health & Safety Officer and the CFO.

**Risk Rating** is the overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequences. The likelihood and impact scores then produce a "risk rating":

### **Risk Rating Matrix:**

#### *Hazard*

1. Minor
2. Moderate
3. Major

#### *Risk*

1. Low
2. Medium
3. High

The risk-hazard coefficient is then calculated, and necessary actions identified to minimise the risk.



## RISK ASSESSMENT POLICY



### RISK RATING MATRIX

|      |   | HAZARD |   |   |
|------|---|--------|---|---|
|      |   | 1      | 2 | 3 |
| RISK | 1 | 1      | 2 | 3 |
|      | 2 | 2      | 4 | 6 |
|      | 3 | 3      | 6 | 9 |

#### RISK Hazard Coefficient

 =Low     =Medium     =High

**HAZARD** = is the potential to cause harm  
**RISK** = is an evaluation of the probability or likelihood of the hazard occurring

The **purpose** of a risk assessment is to identify hazards and evaluate any associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Fire Safety
- Site Security
- School Trips
- Critical incidents
- Science experiments
- Hazardous substances
- Sport activity
- Duke of Edinburgh award
- Catering Department
- Cleaning Department
- Noise
- VDU Screens
- Manual Handling
- Electrical Equipment



## RISK ASSESSMENT POLICY

Risk assessments do not have to be complicated. The level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place.

Risk assessments can also assist in the identification of requirements for information, training and supervision that may be required for the activity.

Where relevant these risk assessments will be completed using standard templates that accord with Italian law and that fulfil our responsibilities as a British School overseas.

### **All employees are responsible for:**

- Reporting any risks or defects to the Bursar and/or through the Health and Safety Committee
- Assisting with and participating in the process of risk assessment

### **Heads of Department (or equivalent line managers) are responsible for:**

- Identifying and effectively communicating risks and hazards

### **SLT are responsible for:**

- Allocating resources in response to risk assessments and determining a course of action
- Setting up strategies and procedures that take into account relevant risk factors
- Ensuring that those tasked with completing risk assessments are suitably trained to do so
- Making suitable representation to the Health & Safety Committee

### **The Health and Safety Committee**

- This comprises the CFO, the Bursar and the Health and Safety Employee Representative, together with the designated external Health and Safety Officer
- The committee monitors and reviews risks and hazards on a systematic basis

### **Legal aspects of Risk Assessment**

There are clear duties for risk assessment under Italian law. We work to identify and prioritise the measures required to comply with any relevant statutory provisions.

### **The 5 Steps**

Risk assessment is a subjective but logical process which can be broken down into 5 steps:

1. Identify the hazard
2. Evaluate the risks
3. Decide and record the control measures
4. Implement the control measures
5. Monitor and review regularly

When conducting a risk assessment, line managers should adopt a team approach whenever possible and involve staff members as they often have the best awareness and understanding of the hazards involved as it is actually carried out.



## RISK ASSESSMENT POLICY

### **Types of Risk Assessment**

There are 3 recognised methods of assessment

- Formal - a written individual evaluation of the risk of harm
- Generic - an evaluation of risk that can be applied to common tasks
- Dynamic - an assessment of risk for use when any delay would increase the risk from harm

### **Training**

As a responsible employer, the BSM provides appropriate risk assessment training for staff within the programme of Health and Safety training.

### **Communication**

Relevant information regarding hazards, their associated risks and the appropriate control measures must be communicated and readily accessible to employees and others as appropriate.

### **Monitoring**

Managers and the H&S Committee monitor the effectiveness of control measures, ensuring that physical control measures are used, installed correctly and suitably maintained where applicable. Monitoring takes place informally throughout the year and formally four times a year.

### **Record Keeping**

Risk Assessments and associated documents must be kept for a minimum period of three years in the event of a litigation claim for compensation (claims for compensation can, generally be made up to 3 years from the date of the incident occurring). Risk assessments which relate to the use of substances may need to be kept for many more years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

### **Review of Policy**

This policy will be reviewed annually or at an earlier date if changes are required due to risk assessment review or changes in legislation.

This policy should also be read in conjunction with the following policies:

Health and Safety Policy  
Educational Visits Policy  
Educational Visits Policy (EYFS)  
First Aid Policy  
EYFS Policy  
Missing Pupil Policy  
Fire Safety