



**HORRIS HILL**  
FOUNDED 1888

# Risk Assessment Policy

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# RISK ASSESSMENT POLICY

## Scope

This guidance is applicable to all those with responsibility for implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and National Minimum Standards for Boarding.

This policy should be read in conjunction with the school's Educational Visits Policy; Supervision of Pupils Policy; Safeguarding and Child Protection Policy; Health and Safety Policy; Safer Recruitment Policy; Medical Policy.

## Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the safety and welfare of all in our school community
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- That identified control measures are implemented to control risk so far as reasonably practicable
- That those affected by school activities have received suitable information on what to do
- That risk assessments are recorded and reviewed when appropriate.

## Responsibilities

The Governors and Headmaster will be responsible for the overarching risk management policy of the school. The Bursar, Heads of Department and other key organisers of activities will be responsible for the implementation of this policy.

All members of staff are made aware of the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. All members of staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. Staff are responsible for co-operating with the Headmaster, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any health and safety issues, risks or defects to the Bursar.

This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there are separate arrangements in place arranged by the Bursar. Teaching area risk assessment checklists are also in place for guidance.

## 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.

Risk assessments will take into account:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the likelihood of the hazard causing harm
- Risk rating – an assessment of the severity of the outcome of an event
- Control measures - physical measures and procedures put in place to mitigate the risk

## What areas require Risk Assessments?

There are numerous activities carried out at Horris Hill School each of which requires a separate risk Assessment. The most important of these cover:

Fire safety, procedures and risk assessments

Electrical Safety

Water Safety

Asbestos

Educational visits and trips – all visits and trips are authorised through Evolve:

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=hampshireoutdoors.com](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=hampshireoutdoors.com)

Risk assessments are also needed for many other areas (please refer to Appendix 2) including:

### Educational

Science experiments

Design and Technology

Sport and PE activity

Swimming Pool

Art

Music

Drama

Dance

Early Years Foundation Stage (EYFS) – Reception class

We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology.

### Support Areas

Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

Maintenance: risk assessments and training is required for every major tool and item of equipment, as well as for 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). Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds: risk assessments and training is required for every major tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Office 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.

### Other:

Vehicle/Pedestrian Interface: the risk to pedestrians of being hit by vehicles moving along access roads and in car parking areas is to be assessed and managed.

## Events

Major events such as the Fireworks display, Horris Hill Day, require specific risk assessments to assess and manage the wide range of risks inherent in such events.

## **Pupil Welfare**

### Pastoral

Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

The school's Bullying Policy: Preventing and Tackling is seen as essential to the welfare of all the pupils in the school. It also serves to further safeguard and promote the health and welfare of the pupils. The aim of the school is to have in place effective policy and procedures that limit the opportunities for bullying to take place.

However staff are aware that some pupils are more likely to be the target of bullying because of the attitudes and behaviours some people have towards those who are different from themselves and that in some circumstances the consequences of bullying may lead to a child or young person experiencing pronounced social, emotional or mental health difficulties. Horris Hill will put in place appropriate provision for a child's short term needs, including setting out what actions they are taking when bullying has had a serious impact on a child's ability to learn.

### Medical and First Aid

The Health Centre has risk assessments for first aid and other treatments and procedures. Accident forms are maintained in the Health Centre and the School Nurse is responsible for ensuring that accident reports are passed to the Bursar. The School's Medical Policy explains the procedures that we would follow in the event of a medical emergency. The Bursar is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas. The following areas are out of bounds: the cooking area; the fire escapes (except in emergencies); the rubbish tip; the private gardens of all houses; the area around Slap Pond Cottage. Boys are made aware of the boundary of the school estate. Specialist areas such as the swimming pool, the science laboratory, the technology room, the computer room, the Library and the woods have their own rules on display. All hazardous substances, flammables and chemicals are kept securely locked. Pupils do not have access to the Grounds and Maintenance areas of the school. Please also refer to the school's Supervision of Pupils Policy and Educational Visits Policy.

### Safeguarding and Child Protection

Our Safeguarding and Child Protection Policy and training for all staff form the core of our 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, and are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the households 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.

## **Conducting a Risk Assessment**

The risk assessment process will consist of the following six steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

A template risk assessment form is included at Appendix 1 to this policy.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar and Heads of Department.

## **Review of Risk Assessments**

Risk assessments need reviewing and updating annually. Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

The Bursar will be responsible for the maintenance of risk assessment records.



**HORRIS HILL SCHOOL**



**RISK ASSESSMENT FORM**

Activity: \_\_\_\_\_

Area	Persons at Risk	Hazards	Control Measures in place to reduce the risk	Risk Calculation	Recommendations - any further action required to manage the risk
				Low/Medium/High	

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_

## **Appendix 2: Areas requiring risk assessment (non-exhaustive)**

### **Educational**

- Science experiments
- Design & Technology
- Sport and PE activity
- Swimming Pool
- Art
- Music
- Drama
- Dance
- General classroom
- Early Years Foundation Stage (EYFS) – Reception class

### **Support**

- Catering
- Cleaning
- Medical/First Aid
- Maintenance
- Grounds
- Administration & Office
- Premises & Site

### **Other**

- Boarding Accommodation
- Boarding Activities
- Off site educational visits and trips
- Fire safety
- Health and Safety eg Working at Height
- Maternity
- Prevent
- Display Screen Equipment
- Lone Working
- Events