

## RISK ASSESSMENT POLICY

Tonbridge School is committed to promoting the health, safety and welfare of its staff, boys, visitors, contractors and anyone else that may be affected by its undertakings. Priority is given to ensuring that all operations within the School environment, both educational and support, are delivered in a safe manner that complies with legislation, guidance and best practice. Risk assessments are used to identify significant hazards and introduce control measures to eliminate risks or reduce them to an acceptable level.

It is the responsibility of Heads of Department and Departmental Line Managers to ensure that suitable and sufficient risk assessments are in place for their area/department/activity.

### COMPLIANCE WITH COVID SECURE REQUIREMENTS

The Covid – 19 Pandemic has introduced a further level of specific risk assessment on the School. An overarching Covid-19 risk assessment has been produced for the School. This is the basis for the further Covid-19 Risk Assessments related to Departments, Environments, Individuals and Tasks. As a result the school has a comprehensive audited list of these assessments covering every area of the School's operations.

### TYPES OF RISK ASSESSMENT

**Generic Risk Assessments** are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted as appropriate, to consider particular individuals and specific issues relating to the environment, location, or activity taking place. They should use the new template attached to this policy.

**Specific Assessments** may be produced using the template attached but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task; for example, a one-off trip, return to work assessment, external events, or external lettings. They should bear the assessor's name and date of assessment.

**Dynamic Risk Assessments** are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. They should be used to identify near misses and influence risk assessment policy for that area of business if amendment or improvement is needed.

### RISK ASSESSMENT PROCESS

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

- Step 1** – Identify the hazards.
- Step 2** – Identify who might be harmed.
- Step 3** – Evaluate the risks and decide on precautions.
- Step 4** – Record and implement findings.
- Step 5** – Review assessment and update if necessary.

A new risk assessment document is being introduced across the School to replace the individual templates and diverse approach of different departments. This follows the HSE's risk assessment template and is shown below. A copy of the template is attached to this policy for reference and this has been sent out to all departments.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What Further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
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The Risk Assessment headings allow the user to identify risk and how it is being dealt with but also plan for dealing with specifics over an acceptable period of time and who is responsible, so action takes place. The document also has a sign-up sheet to allow Managers to brief staff who then sign up to the process.

Risk assessments are submitted annually from the responsible person. This is administered by the PA to the Director of Operations who sends out reminders and uploads finished documents to Firefly.

## REVIEW

Risk assessments are reviewed (and where necessary revised):

- Annually; When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or where relevant legislation, guidance or best practice has been revised;
- When there has been a significant change in the matters to which the assessment relates, such as the introduction of new equipment, alterations to premises, or change in personnel.

As part of the measures for the control of contractors' on-site risk assessments and, where applicable, method statements must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Head of Department instigating and overseeing the contracted works to obtain these and ensure the contractor adheres to them.

External clubs and users of the School facilities are also asked to submit their own risk assessments. In turn and on request any risk assessments relating to the environment they are using which have been produced by the School will be shared.

## SPECIALIST RISK ASSESSMENT

In addition to staff competent in specialist areas, the School employs the services of a Health and Safety consultancy (currently Owen David Ltd), and where necessary other specialists to assist in the management of risk.

The following areas require and have Specialist Risk Assessments or written policies/plans to manage risks:

- Fire safety;
- Asbestos;
- Legionella;
- Gas safety;
- Electrical safety;
- Noise;
- Working at height;
- Public Rights of Way.

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## EDUCATIONAL AND CO-CURRICULAR

Educational and co-curricular risk assessments are required for the following (a non-exhaustive list):

- Science experiments;
- Design, Technology and Engineering (DTE);
- Sporting activities;
- Art;
- Music;
- Drama;
- Safeguarding; specific individual Risk Assessments (where required):
  - Boys' welfare in relation to medical matters (including where a boy self-medicates);
  - Boys' welfare in relation to bullying;
  - Recruitment related issues (including when a DBS is late in arriving).
- Duke of Edinburgh award scheme;
- Residential trips (UK & overseas);
- Day trips;
- Trips involving an adventurous activity;
- CCF;
- Matters in relation to *Prevent*;
- Boarding/Day Houses.

For some specific risks, the School has policies in place to manage them (rather than a written Risk Assessment), including:

- Pupil Supervision;
- Bounds, Safety and Hazards Risk Assessments for Pupils.

Tonbridge School subscribes to the CLEAPS Advisory Service that provides model risk assessments for our lessons in Science and DTE, as well as providing professional training for teachers and technicians who work in Science and DTE.

## SUPPORT

Support risk assessments are required for the following (a non-exhaustive list):

- Tonbridge School Centre;
- Estates Department;
- Catering Department;
- Grounds Department;
- Cleaning Department;
- Vehicle movements;
- Display Screen Equipment (DSE);
- Control of Substances Hazardous to Health (COSHH);
- Lone Working;
- New and Expectant mothers.

## **RESPONSIBILITIES OF STAFF**

All members of staff are given an induction into the School's arrangements for risk assessments and Health and Safety (which is recorded). Toolbox talks are aimed at refreshing basic Health and Safety for all staff and those joining the School. Specialist training is given to those whose work requires it along with problem solving support from the Safety and Security Manager as required. However, staff are responsible for taking reasonable care of their own safety, and that of anyone else who may be affected by what they do or do not do. They are responsible for cooperating with the Headmaster, Bursar, Second Master and other members of the Senior Team in order to enable the Governors to comply with their Health and Safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Estates Department for repair or the Safety and Security Manager for review and action.

The new risk assessment document being rolled out to the School over the next 2 years is shown below. Managers (and staff) can contact the Safety and Security Manager for assistance with use of the form and the process. Once completed, the form is used as a briefing tool by Managers before it is signed by relevant staff and returned to the Operations Assistant for filing on Firefly. This ensures that the risk assessment process is not just a paperwork exercise, but a practical risk management tool used by staff.



TONBRIDGE  
SCHOOL

# Risk Assessment for [ ] Department

## Dated [ ] 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What Further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

The following staff are involved in the [ ] Department. In signing this sheet, I confirm that the risks and control measures above have been explained to me and that I will comply with them. I also understand that if I have any concerns about the equipment used or system of work, I can raise this with my manager or directly to the Safety and Security Manager for review.

Name	Signature