



ALLEYN'S SCHOOL RISK ASSESSMENT POLICY

Name of Policy	Risk Assessment Policy
ISI Regulation	Part 3: Welfare, Health and Safety and other legislation; 16a
Reviewed by	Alleyne's Governing Board
Author/SMT	Mr SR Born, Bursar
Date of school review	September 2021
Date of next school review	September 2022

This policy applies to both the Junior and Senior Schools.

*This policy document references and should be read in conjunction with the School's **Health and Safety Policy** and **Educational Visits Policy**.*

Introduction

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The School is required to assess the risks to the health and safety of pupils, students, staff and any others who may be affected by the activities performed. Carrying out these written assessments help to identify all the protective and preventive measures that must be taken to comply with the Regulations. Of fundamental importance is that the purpose of Risk Assessment (whether of things, places, activities or practices) is to help ensure that pupils and students may flourish in their time at Alleyne's.

The Governors' Health and Safety Policy details the aspects, areas and departments of the School for which Risk Assessments must be maintained, and those responsible for them.

Overall, it is the responsibility of the Health and Safety Officer (the Bursar) to ensure that risk assessments are carried out in accordance with this policy. It is the responsibility of Heads of Department to ensure that risk assessments are in place for their area or department. The assessments themselves may be completed by department staff, but must always be signed and approved by the Head of Department.

Process

The School ensures that risk assessments are carried out at least annually, and the Health and Safety Policy makes clear who is responsible for which risk assessments. This process is initiated via the Health and Safety Committee and completed assessments are checked by the Assistant Bursar. An external H&S consultant makes checks of random risk assessments and any improvements are followed-up by the Assistant Bursar.

The School will follow the Health and Safety Executive's 5 stage approach to Risk Assessments:

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

These should be held in the area of work, with copies held in the Bursary, ensuring they are available for inspection as required.

Risk assessments should be reviewed and revised:

- Annually, in Advent term;
- 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 the School may become aware of relevant legislative change;
- When there has been a significant alteration in the matters to which the assessment relates, such as the introduction of new equipment, premises, changes in management personnel, new curricular requirements or practices.

Types of Risk Assessment

The wide range of activity within school demands a variety of types of Risk Assessment (RA) The Health & Safety Policy contains a schedule of aspects and areas relating both to general use of the school and its facilities, and to teaching activity using the buildings and facilities. In any event, RA is not a one-off process, but a continual evaluation as the activity covered by the RA is pursued.

General risk assessments: The Departmental Risk Assessment form (see example below) may be used for assessment in school buildings where non-specialist activities take place. The Whole Site RA is an example of this, covering as it does all the external areas, fields, paths, entrances and exits, and internal areas including general classrooms, circulation routes and non-specialist places of work.

Specialist Activity risk assessment: Departments involved in specific activities (e.g. Science practicals, DT etc.) may also use the Departmental Risk Assessment form or similar, supplemented as necessary with subject-specific guidance.

Where specialist skills are required: Asbestos monitoring, legionnaires testing, fire risk assessment (please refer to H&S policy for full list) are carried out by specialists external to the School. Responsibility for maintaining regular review and reports rests with the Estates Bursar, with records kept within the Estates department.

Guidelines for Written Risk Assessment

Definitions:

HAZARD – Something with the potential to cause harm;

RISK – The likelihood of harm being realised and its severity

1. Identify and record an activity, process or operation using Department Risk Assessment where there is potential for injury or damage;
2. Identify the hazards within the activity, e.g. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.;
3. Determine the risks involved and what type of incident is anticipated, e.g. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, e.g. employees, visitors, customers, contractors;
4. Estimate the probability of incident without the benefit of any control measures, then consider the required control measures to reduce the probability to as low as is reasonably practicable;
5. Reassess (quantify) the risk level with control measures in place

Certain types of activity may require several layers of RA under the 'sponsorship' of one activity. Educational Visits are a good example of this; please see the Educational Visits Policy.

Training

- All relevant staff receive Health and Safety and assessment of risk training as part of their induction when they join the school.
- All practical teaching departments are required to review and update their RAs annually in autumn. This process is actively promoted and supported by the Assistant Bursar and creates an interaction which encourages the continual evaluation of the RA, an important aspect of risk assessment.
- Each departmental risk assessment review involves all members of the department, led by the Head of Department. One of the duties of the HoD is to consider any additional training needs within the department; the Assistant Bursar – himself trained in risk assessment – receives and reviews each renewed set of departmental RAs. He then feeds back to the HoD with suggestions of training or questions related to department needs. The aim of this is to systematically help support skills within the departments.
- Staff identified as requiring further training are able to access this as necessary through arrangements made by the Assistant Bursar using qualified trainers in several areas including first aid, manual handling, working at heights etc.

APPENDIX

The policy notes above explain the RA process in times of 'normal' operation of the School. However, the Coronavirus pandemic of 2020 has highlighted the need for alternative RA procedures under circumstances where normal operation is not possible.

Enforced partial or full closure of the School

If the School is obliged (as in the case of 2020 pandemic control lockdown) to cease operating from the usual site, a range of different Risk Assessments may be necessary, linked to the ways in which the School is able to function (eg, through remote teaching).

Examples of such Risk Assessments may be:

Risk Assessment for remote teaching/a blend of remote plus live teaching

Risk Assessment for partial return to School (normal structures, changed structures (eg bubbles), full curriculum/co curriculum offer, or partial curriculum/co-curriculum

Risk Assessment for full return to School

Departmental risk assessment for changed operating conditions

School-wide RAs will be conducted following DfE guidance and led by members of SMT. The Head will be responsible for internal approvals, and acquiring Governing Board sign-off prior to re-opening following a close-down.

**Alleyn's School
Departmental Risk Assessment**

Codes	1	2	3	4	5	6
Impact	Insignificant	Minor	Moderate	Serious	Major	Catastrophic
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable	Certain

Activity	Hazard	Who is at risk?	Inherent risk (Impact x Likelihood)	Control measures (Reducing the risk)	Residual risk (Impact x Likelihood)

Department: _____

Head of Department: _____

Date: _____

Signature of Head of Department: _____

Date of next risk assessment: _____