

Introduction

1. Employers have a legal duty to assess the risk to the health and safety of their employees, contractors, visitors and to anyone else who may be affected by their work activity. This is necessary to ensure that preventative and protective steps can be identified to control hazards, and the risk of those hazards causing injury or ill health, in the workplace. Charterhouse is committed to complying with the Regulations, not only to fulfil its legal duty, but to ensure that no-one is harmed in any way while at work, or visiting or living at the school.
2. In complying with the Regulations all work activity undertaken at Charterhouse which pose a significant risk to the either the health or the safety of pupils, staff or visitors are subject to a risk assessment process.

Legislation

3. Primary Legislation:
 - a. The Health and Safety at Work, etc, Act 1974
 - b. The Management of Health and Safety at Work Regulations (MHSWR) 1999, Reg 3
4. Other Legislation: (non-exhaustive list)
 - a. Fire: Regulatory Reform (Fire Safety) Act 2005
 - b. Substances harmful to health including biological substances: Control of Substances Hazardous to Health Regs (COSHH) 2002
 - c. Manual handling: Manual Handling Operations Regs 1992
 - d. Display screen equipment: Health and safety (Display Screen Equipment) Regs 1992
 - e. Provision and Use of Work Equipment Regulations (PUWER)
 - f. Noise: Control of Noise at Work Regulations 2005
 - g. Vibration: Control of Vibration at Work Regulations 2005
 - h. New and Expectant Mothers: MHSWR 1999, Reg 16, 17 & 18
 - i. Young persons (under 18): MHSWR, Reg 19 (note: this regulation applies to under 18's who are employed and therefore does NOT apply to pupils)

Responsibilities and Arrangements

5. **Objectives of Risk Assessment.** The objective of a risk assessment is to reduce injury and ill-health at work and begins with identifying hazards in the workplace. If the hazard cannot be removed then the likelihood of the hazard causing harm and the seriousness, or impact, of that harm must be assessed. The 'risk' is therefore a function of the likelihood and impact of a hazard causing an injury or ill health to individuals or groups. Only those hazards that pose a significant risk need to be considered.
6. **Principles of Risk Assessment.** There are 5 steps to risk assessment:
 - Step 1: Identify the hazard
 - Step 2: Decide who might be harmed and how

- Step 3: Evaluate the risks (likelihood x impact) and decide on control measures that reduce either the likelihood or impact of an accident, or both.
 - Step 4: Record the findings and implement them
 - Step 5: Review the assessment and update if necessary
7. **Suitable and Sufficient.** A risk assessment should be systematic and must be 'suitable and sufficient'. The term 'suitable and sufficient' relates to how well they are carried out. Risk assessment must be carried out by competent person(s): those who have detailed knowledge of the process or activity being assessed and the necessary skills in hazard identification. For routine activities, or activities that have been undertaken on a number of occasions, the risk assessment could be done by a very experienced member of staff. More complex activities however, should be undertaken by a group or team of assessors, or in consultation with those who have expert or additional knowledge, or those who will be carrying out the activity or process. Consultation with staff is strongly advised so that, by being involved in the process, and in particular in the development of control measures, staff will feel trusted and valued. Importantly, if staff are included in the process, they will be more likely to actually follow and apply the measures 'they' have developed. To ensure both compliance with the Regulations and the requirement for a suitable and sufficient assessment, Departmental Managers, as the competent persons, are responsible for ensuring that the activities carried out by the staff within their departments are subject to risk assessment where appropriate.
8. **Implementation of Control Measures.** It is essential that staff are made aware of the control measures that have been designed to keep them and others safe, especially if they were not involved in the assessment process. In other words, the risk assessment is fundamental to influencing the behaviours and practices of those at work. In some cases, rather than issuing the risk assessment and the adherent control measures to staff, it may be more prudent to introduce 'rules' or 'standard practices'. For example, it would be inappropriate to issue pupils with a copy of the risk assessment: it would be better to have 'House Rules' to include such things as 'No running in the corridors', 'Corridors are to be kept clear of obstacles at all times', etc. Similarly, it might be easier for departments to develop 'standard operating procedures' for staff, such that the way in which tasks are undertaken and completed are intrinsically safe and become the normal routine. For example, the controls introduced to minimise the hazards and associated risks concerning vehicle movements are communicated to drivers by using the 10mph road signs.
9. **Format.** There are many formats for undertaking risk assessments depending on the activity or process being undertaken; however, a Standard Risk Assessment template is available on the H&S Greyhound pages and should suffice for most activities. A copy of Charterhouse's Standard Risk Assessment is included as an Annex B to this Policy. Activities that are more complex may require a more specific assessment template and advice from the H&S Manager should be sought if the standard format is thought to be inappropriate.
10. **Generic' Risk Assessments.** Generic risk assessments have been produced to assist those undertaking workplace / activity risk assessments, by highlighting the *likely* hazards, risks and controls. Anyone using a generic template should ensure that they are used appropriately and that any additional hazards, risks and controls, peculiar to the activity being assessed are added and those irrelevant to the specific activity are deleted. This ensures that the risk assessment is both 'suitable' and 'sufficient'.

11. **Recording.** Once complete, a copy of each risk assessment should be electronically filed. It is essential that all those engaged in a work activity, event, or process, are aware of the contents of the risk assessment, therefore in addition to an electronic copy, readily accessible hard copies may also be required for those staff who do not have access to the electronic filing system. All RAs are to be retained within the Department for periodic audit by the H&S Manager, the School's External Auditor, ISI, or any other appropriate and authorised body. Department Heads and Line Managers should provide the H&S Manager with a list of the risk assessments they have carried out in their Departments. The list only needs to include RAs that have been written for, or apply to, ongoing / regular departmental activities eg. lone working, general departmental activities. Those RAs that pertain to one-off activities such as School Trips, Science Experiments, or a social event do not need to be listed.

NOTE: The RA itself does not need to be forwarded to the H&S Manager: only the title and the date it was carried out or last reviewed is required.

12. **Science and Design & Technology Department Risk Assessments.** The Science and DT Departments are to follow the recognised risk assessments process and guidance issued by Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). These RAs are to be retained within the Department for periodic audit by the H&S Manager, the School's External Auditor, ISI, or any other appropriate and authorised body.

13. **Pupil Wellbeing.** The welfare and safeguarding of pupils, particularly boarders, is of paramount importance. This work is undertaken by the Pastoral staff both the Wellbeing Centre and House staff under the direction of the Deputy Head (Pastoral). General risk assessments will be completed by each boarding house. Where appropriate specific pupils will have individual plans set out the specific risks under the direction of the Pastoral Management Team.

14. **Work Undertaken by Pupils.** Pupils may need to complete their own RAs for parts of their course work. For example, Pupil-lead Science, DT or Art Project work, where the pupils design their own experiment sculpture or artefact, which may be carried out over a number of days/weeks. The RAs for such work must be assessed and signed-off by the responsible beak before the work commences. Where pupils are given a responsibility to organise activities and events (eg. Artifex) the proposed activities must be risk assessed. Pupils should be encouraged to write their own RAs, but these must be assessed and signed off by the responsible beak prior to the event or activity takes place.

15. **Out-of-School Visits.** Arrangements and procedures for risk assessing Out-of-School Visits are contained within the School's OSV Policy.

16. **A Measured Approach.** When completing a Risk Assessment, care must be taken to neither under-rate nor over-rate risks, by taking a measured approach, and only *significant* risks need be included. By way of example, a RA for a large event to which a large number of parents or visitors are expected to attend, would include the need for traffic management (to reduce the considerable risk of vehicle accidents) but should not include the risk of an aircraft crashing onto the campus! If there is doubt about a risk, Risk Assessors should contact the H&S Manager for advice in the first instance.

17. **Review.** Risk assessments should be reviewed on a regular basis, usually annually, but they must also be reviewed if:

- there is a significant change to the activity in terms of how the activity is carried out
- there is a change to legislation (this will be advised by the H&S Manager)
- there is a significant accident in the workplace which relates to the activity being assessed
- an audit or inspection report recommends a review
- new staff are employed in the process, especially if they are young persons (under 18 years old), disabled or they are new and expectant mothers.
- the existing control measures are considered inadequate (usually highlighted by audit, inspection or occurrence such as an accident or near miss)
- new equipment is introduced to the workplace

18. **Advice.** The H&S Manager can be contacted for help and advice on all or any aspect of risk assessment.

19. **Training.** Training will be provided for all staff who have responsibility for completing and / or authorising risk assessments and may be delivered on a one-to-one basis or collectively in groups, depending on the need and circumstances. Training requests should be submitted to the H&S Manager.

Further Information

Further information may be found at HSE's information webpage [HSE - Controlling Risks](#)

or from the H&S Manager:

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Annexes:

- List of Requirement Risk Assessments
- Charterhouse Basic / Standard RA Template

Authorisation and Review	
Author	B G Mennie, H&S Manager
Date	Jan 17
Review Period	Annual
Next Review	Reviewed By:
Oct 17	BGM
Feb 19	BGM
Sep 19	BGM
Sep 20	BGM
Sep 21	BGM
Sep 22	BGM
Sep 23	



List of Required Risk Assessments

Area / Department	Activity	Role Responsible	Comments
GENERAL / APPLICABLE TO ALL DEPARTMENTS	Site Security	Dep Bursar	
	First Aid	H&S Manager	
	Whole School	H&S Manager	Also includes the risks associated with the campus during the hours of darkness and riskier areas of site
	Fire	H&S Manager	Each building (59) individually assessed
	Display Screen Equipment / Workstations	H&S Manager	Individual assessment of work stations for staff who spend a significant part of their working day on a computer. When completed Individuals or Line Managers send the RA to H&S Manager for review and action if required.
	Campus Traffic	Dep Bursar	
	New and Expectant Mothers	Head of Dept	Individually assessed and reviewed by HR and H&S Manager. RAs for individuals updated throughout the pregnancy and after birth.
	Working at Height	Head of Dept	Policy applicable to all Depts. Each Dept / Individual carries out RA of the specific task
	Employment of Young Persons	Head of Dept	Individually assessed. RA completed by Line Manager and reviewed by H&S Manager
	Lone Working	Head of Dept	Individually assessed. RA completed by Line Manager and reviewed by H&S Manager
	Adults on campus who are not directly employed	Dir HR	DBS checks (by HR Dept)



	Personal Emergency Evacuation Plans	H&S Manager	For any staff pupil who has a disability that could effect their evacuation from a building in an emergency.
ACADEMIC	Science Dept Lab Work	Head of Science	All lab work assessed using CLEAPSS guidance. Includes use of the Observatory (Includes COSHH). All 'standing' RAs uploaded onto the Science Teams website.
	Art Dept	Head of Art	All Studio work and activities assessed using CLEAPSS guidance. 'Standing' RAs (Eg. for COSHH)
	Design and Technology Department	Head of DT	All lab work assessed using CLEAPSS guidance 'Standing' RAs (Eg. for COSHH and Use of Machinery)
	Hashrooms and Labs	Dep Head (Academic)	H&S Checks on each Hashroom and Lab prior to start of each new Academic Year
	Sports Dept	Dir Sport	Each Sport has its own RA
	Theatre / Drama	Head of Drama	Includes: Child Performers, scenery erection and use of Dry Ice, Strobe Lighting, Smoke Machines, Lasers and Weapons / Combat
PASTORAL	Boarding Houses	Head of House	Each House has its own RA
	HHC	Senior School Nurse	Medical / Prescription Drugs / etc
	Wellbeing	Dir Wellbeing	
	Safeguarding	DSL	
	Allergens	Deputy Bursar	
CO-CURRICULAR	CCF	CCF Comd	All CCF OSVs and Activities passed through the CCF H&S Officer at CCF HQ.
	OSVs	Senior Dep Head	On-line OSVs system. All OSVs operate under SOPs with additional specific RA's for OSVs involving hazardous activities or overseas travel.
	Use of Minibuses	Fleet Manager	
	Duke of Edinburgh	Outdoor Ed Lead	RA created for each Exped and all Expeds included in OSVs.



	Partnerships	Asst Head (partners)	For individual events
EVENTS	One-off Events	Event Organiser and Dep Bursar	Events involving staff and / or pupils only, and events involving external visitors (Eg. Admissions Events / Open Days, Social Events, Concerts, etc) All RAs reviewed by H&S Manager
	Use of Campus by 3rd Parties (eg Lettings)	Enterprises	3rd party's RA's checked prior to arrival on site
SUPPORT SERVICES	Queens Sports Centre	QSC Manager	Individual RA's for each Dept (Pool, Gymn / Weights Room, Sports Hall, Climbing Wall, etc) (Includes COSHH)
	Estates	Estates Bursar	eg. Legionella, Asbestos, Construction Work, machinery, hand tools, working with electricity / gas, management of contractors, etc. (Includes COSHH)
	Grounds	Grounds Manager	eg. Use of pesticides, machinery, hand tools, etc. Noise and vibration. Tree works. (Includes COSHH)
	IT	Head of Computer Services	
	Offices	Departmental Managers	
	Operations	Dep Bursar	eg. Manual Handling, Stores areas, Waste Management School Cleaning and Manual Handling (Includes COSHH)
	Catering	Dep Bursar Catering Manager	All aspects of Catering Operations
	Laundry	Laundry Manager	
	Transport	Transport Manager	
Enterprises	Shop	Retail manager	
	QSC	QSC Manager	Risk assessments for individual areas



CHARTERHOUSE

CHARTERHOUSE, GODALMING GU7 2DX

	Events	Events Manager	Risk assessments for individual events



RISK ASSESSMENT

Location / Event Name and Date(s)
Activity / Process / Procedure

Department	
Who might be at risk?	
Who was contacted in compiling this Risk Assessment?	
Description of activity	

Name of Assessor:	Date of Assessment:	Review Date:
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Assessment of risk rating

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

PROBABILITY (P)	SEVERITY (S)	RISK FACTOR (R)	COMMENTS
1 = Not very likely	1 = Minor injury	1 – 2 Low risk	The School’s objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = >7 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. i.e. STOP the activity.



HAZARD and IMPACT	WHO IS AT RISK?	Existing Controls (action taken to reduce risk)	RISK RATING			Is the risk adequately controlled? If not list further action required	Target Date for Completion and who will carry out the action
			P	S	R		
<p><u>Examples:</u></p> <p>"Risk of bruising and broken limbs as a result of a slip or trip"</p> <p>"Electrocution during use of electrical equipment"</p>	<p>All staff, pupils, visitors</p> <p>Staff</p>	<p>No trailing cables allowed</p> <p>Trip hazards removed immediately</p> <p>When required "Trackits" submitted promptly to repair flooring</p> <p>All portable equipment PAT tested annually</p> <p>Staff trained in use of equipment</p> <p>Users undertake checks of electrical equipment before use</p>	As Required	As Required	As Required	<p>Enter "YES" if risk is adequately controlled</p> <p>Enter "NO" if not adequately controlled and insert the new control measures here.</p> <p>On reviewing the RA the new control measure should have been implemented and can then be included in the "Existing Controls" column</p>	As Required