



**CHARTERHOUSE**

## **RISK ASSESSMENT GUIDANCE**

**Health and Safety Policy**

## INTRODUCTION

1. Risk assessments identify measures to control risks during school activities. Health and safety law requires the school to assess risks and put in place proportionate control measures. The law also requires it to record details of risk assessments, the measures taken to reduce these risks and expected outcomes. Charterhouse needs to record significant findings of the assessment by identifying:

- The hazards
- How people might be harmed by them
- What they have in place to control risk

Risk assessments also have to consider what measures we need to protect the health and safety of all Staff, Volunteers, Pupils and Visitors, including Contractors.

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring. Schools also need to think about the risks that may arise in the course of the school day. This could include anything related to the school premises or delivery of its curriculum, whether on or off site.

The welfare and safeguarding of pupils, particularly boarders, is of paramount importance. 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. This work is undertaken by the Pastoral staff both the Wellbeing Centre and House staff under the direction of the Deputy Head (Pastoral) and is documented in their various policies such as "Out of Bounds and Access to Risky Areas Policy"

The Policy below mainly relates to risks associated with activities within School buildings and those activities which take place within and around the school grounds. Risks associated with Offsite Activities such as those shown below, are covered separately under the Offsite Visits Policy managed by the Senior Deputy Head and include:

- House / boarding day trips.
- Sport fixture/regular sporting activities (not on School sites).
- Educational day trips.
- UK residential trips.
- Residential trips abroad.

Risks associated with School Commercial Events and lettings are also covered separately and managed by the Events Manager.

The school will concentrate on identifying and controlling those risks that are most likely, and which have the potential to do the most harm. The aim is to ensure that nobody gets injured or becomes unwell as a result of hazards caused by:

- The fabric of the school.
- As a result of School activities.

## LEGISLATION

## 2. Primary Legislation:

***The Health and Safety at Work etc. Act 1974*** determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

***The Management of Health and Safety at Work Regulations (MHSWR) 1999*** supports the Act. Regulation 3 requires every employer to assess general risks and record significant findings. The school is committed to ensuring the health, safety and welfare of all staff, pupils and visitors, risk assessments will routinely identify and include day to day hazards such as slips, trips and falls, and working at height.

Other regulations require the risks associated with computers, hazardous substances, noise, asbestos, lead, first aid, personal protective equipment, manual handling operations etc. to be assessed. Fire risk assessment arrangements are managed through the Fire Policy.

## 3. List of Other Relevant Legislation: Due to the nature of Charterhouses activities including provision of accommodation, as well as operating commercial enterprises such as, letting school properties and hosting events, numerous other legislative frameworks apply to the school. Such as: (this is not an exhaustive list)

- ***Fire: Regulatory Reform (Fire Safety) Act 2005***
- ***Substances harmful to health including biological substances: Control of Substances Hazardous to Health Regs (COSHH) 2002***
- ***Manual handling: Manual Handling Operations Regs 1992***
- ***Display screen equipment: Health and safety (Display Screen Equipment) Regs 1992***
- ***Provision and Use of Work Equipment Regulations (PUWER)***
- ***Noise: Control of Noise at Work Regulations 2005***
- ***Vibration: Control of Vibration at Work Regulations 2005***
- ***New and Expectant Mothers: MHSWR 1999, Reg 16, 17 & 18***
- ***Young persons (under 18): MHSWR, Reg 19 (note: this regulation applies to under 18s who are employed and therefore does NOT apply to pupils)***

## RESPONSIBILITIES

### 4. All Staff

Those responsible for pupils, either directly or indirectly have a special responsibility to ensure risks are properly identified, recorded, and brought to the attention of those likely to be affected by the risk. All employees have a part to play in effective health and safety management including assisting with and participating in the process of risk assessment, including following and implementing the outcome of assessments.

## **Pupils**

On occasion 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. Where this is the case, the following will apply;

- The RAs for such work must be assessed and signed-off by the responsible beak before the work commences
- The Head of Department is satisfied that the risk assessment is suitable and sufficient and the risk has been reduced to as low as reasonably practicable.

## **The following groups and individuals have particular duties:**

### **Governing Body – Senior Leadership/Management Teams**

- Setting up frameworks for decision making and corporate strategies which incorporate risk assessment principles.
- Ensuring that those tasked with undertaking risk assessments a suitably trained and competent and that risk assessments are completed and reviewed in accordance with this Policy.
- Allocate sufficient resources to allow compliance with health and safety legislation.

### **Health and Safety Manager**

- Provide a Health & Safety Risk Assessment advice and audit facility for the school, monitoring compliance and sharing best practice.
- Update the Schools Whole School Risk Assessment.
- Ensure that the Schools Fire Risk Assessments for each building or group of buildings are suitable and sufficient and that personal evacuation plans are in place where required.
- Ensure that the Schools First Aid Risk Assessment is suitable and sufficient
- Deliver or arrange Risk Assessment training for relevant staff where required or requested.

### **Respective Heads of Departments and School Activities**

- Provide risk assessments for all areas, machinery, and tasks under their control, and implement the control measures required by those assessments.
- Effectively communicating the content of risk assessments, ensuring that all staff have read and understood any risk assessments put in place for their areas of responsibility. It is good practice to evidence this with a staff signature and dating on hard copy risk assessments.
- Upload electronic copies on to the school's intranet systems, hold original risk assessments in each department where relevant.
- Make suitable representation to senior managers if risk assessments identify a need which cannot be resourced within existing departmental budgets.

**Note:** A detailed list of which HoD is responsible for which risk assessments is provided in **Appendix Three**. This includes specific requirements of HoD's of Higher Risk activities such as those undertaken in Design and Engineering, Science and the Estates, Grounds and Operations departments.

## ARRANGEMENTS

### 5. Objectives of Risk Assessment.

The objective of any risk assessment is to reduce the likelihood of injury and ill-health at work to as low as reasonably practicable, and begins with identifying hazards in the workplace. If the hazard cannot be removed then the likelihood, or probability of the hazard causing harm and the seriousness, or severity of the impact of that harm must be assessed. Only those hazards that pose a significant risk need to be considered.

In most circumstances once the hazards have been identified, Charterhouse uses a 3x3 Risk Rating Matrix to determine the remaining risk factor of any activity or process. This is a simple qualitative approach where either words or numbers are used (or a combination) for assessing the risk. Even though numbers may be used it is not technically a mathematical analysis, it is a subjective approach, which is based on the knowledge and understanding of the people looking at the risk, in essence an informed opinion. Once the risk rating is known the school can use it to prioritise and manage risks effectively.

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
<b>1 = Not very likely</b>  Conceivable it could happen, 0-30% likely.	<b>1 = Minor</b>  Minor Injury, Negligible financial loss <£5k and / or interruption to School activities <1 day	<b>1 – 2</b>  <b>Low risk</b>	<b>The school’s objective is to introduce controls to reduce the risk for most activities to low.</b>
<b>2 = Possible</b>  Might happen at some time, 31-59% likely	<b>2 = Moderate</b>  <b>&gt;7 Day injury</b>  <b>Or property damage</b>  Moderate financial loss >£25k to <£250k, interruption to School activities, for 1 to 4 weeks	<b>3–4</b>  <b>Medium risk</b>	<b>Additional controls are needed and should be planned. If additional controls require long term work (&gt; 4 weeks) then short-term procedures should be modified to reduce risk in the interim period wherever possible.</b>

<p><b>3 = Likely</b></p> <p>Will probably happen at some time, 60-100% likely</p>	<p><b>3 = Major injury or Fatality</b></p> <p>Major Injury, Significant loss of School capability for &gt; 1month. &gt;£250k to &lt;£2.5m financial loss</p>	<p><b>6 –9 High Risk</b></p>	<p><b>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.</b></p>
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**6. 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, remember only *significant* realistic risks need be included. By way of example, a RA for a large event to which a considerable number of parents or visitors are expected to attend, we would need to include transport risks from additional vehicles onsite and the need for traffic management (to reduce the likely risk of vehicle pedestrian incidents) However the RA should not include the extremely unlikely transport risk of an aircraft crashing onto the campus whilst over flying the school.

If there is doubt about whether a risk is realistic, Risk Assessors should contact the H&S Manager for advice in the first instance.

**7. Ensuring the Risk Assessment is Suitable and Sufficient**

Heads of departments, Line managers and Activity leaders are responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their area of responsibility. Once this is completed, a suitable risk assessment can be made of the hazards likely to be encountered.

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 an experienced member of staff within the department.

For complex activities however, wherever possible, a team approach should be adopted to risk assessment, involving employees who have practical experience, knowledge and expertise in the activity being assessed. 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.

**8. Risk Assessment Format.**

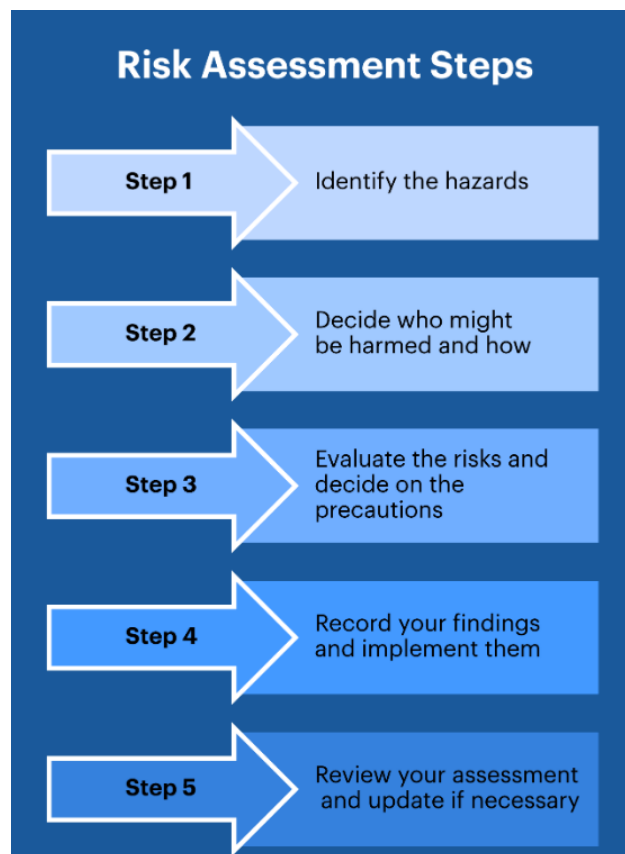
There are many formats for undertaking risk assessments depending on the activity or process being undertaken; however, a Standard Risk Assessment template is available on the H&S Greyhound pages and should suffice for most activities. A copy of Charterhouse’s Standard Risk Assessment is

included as an **Appendix three**. 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.

9. **Generic' Risk Assessments.**

Some 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'

10. **Risk Assessment Process** There are five simple steps to risk assessment:



These steps are explained in more detail in **Appendix One**.

It is important to remember that the assessment is not an end, but must lead to the implementation of appropriate controls, and periodic review to maintain validity; for example, following an accident or near miss. Risk assessments also ensure that the preventative measures are in proportion to the risk, and that they are sufficient to comply with legislation. A risk management process flow chart is provided in **Appendix Two** to demonstrate the cyclical nature of risk assessments.

11. **Recording of Findings and Monitoring of Compliance**

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 made available for periodic audit by either the H&S Manager, External Auditors, ISI Inspectors, 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 e.g., 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. **Communication of Risks and 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.

## 13. **Periodic Reviews**

Risk assessments should be reviewed on a regular basis, at least 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

## 14. **Training**

In addition to the guidance contained in the appendices of this policy, training in the risk assessment process is provided as part of the Middle Management Training Programme.



Staff who have responsibility for completing and / or authorising risk assessments who have not received training here, or in their previous employment should discuss with their line manager who should submit a training request to the H&S Manager. It may be delivered on a one-to-one basis online or collectively in groups, depending on the need and circumstances.

## FURTHER INFORMATION

Further information may be found at <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools> or from the H&S Manager: Telephone: 01483 291664 e-mail: [davidhackett@charterhouse.org.uk](mailto:davidhackett@charterhouse.org.uk)

## APPENDICES

**Appendix One – Five Step Guide to Risk Assessments for Heads of Departments/Activity Leaders**

**Appendix Two – Risk Management Process Flow Chart**

**Appendix Three - List of Required Risk Assessments by Department**

**Appendix Four - Example Risk Assessment Template with Guidance Notes**

<b>Authorisation and Review Record</b>	
<b>Author</b>	B G Mennie, H&S Manager
<b>Date</b>	Jan 17
<b>Review Period</b>	Annual
<b>Next Review</b>	<b>Reviewed By:</b>
Oct 17	BGM
Feb 19	BGM
Sep 19	BGM
Sep 20	BGM
Sep 21	BGM
Sep 22	BGM
Sep 23	BGM
Sep 24	D P Hackett New H&S Manager appointed April 2024
Sep 25	

## **Appendix One – Five Step Guide to Risk Assessments for Heads of Departments/Activity Leaders**

**Risk Management** is a step-by-step process for controlling health and safety risks caused by hazards in the school. Following these five simple steps will help you complete your risk assessment.

### ***Step 1. Identify hazards***

### ***Step 2. Assess the risks***

### ***Step 3. Control the risks***

### ***Step 4. Record your findings***

### ***Step 5. Review the controls***

## **Step 1. Identify hazards**

Look around your workplace and think about what may cause harm (these are called hazards). Think about:

- How people work and how equipment is used
- What chemicals and substances are used
- What safe or unsafe work practices exist
- The general state of your building and surroundings

Look back at your department accident and ill health records as these can help you identify less obvious hazards. Take account of non-routine operations, such as maintenance, cleaning. Think about hazards to health, such as manual handling, use of chemicals and causes of work-related stress. For each hazard, think about how staff, pupils or visitors might be harmed.

All hazards associated with the activity and all groups of people who might be exposed to the effects of the hazards must be identified.

### ***To assist in hazard identification:***

- Observe or examine the task / activity to be assessed, the location of the task / activity and any influencing factors.
- Communicate with employees involved in the task / activity.
- Refer to any existing risk assessment for the task / activity (or similar task / activities).
- Refer to legislation, guidance documents, trade information, British standards, or industry guidance (such as CLEAPPS).
- Communicate with colleagues in other departments who may have similar task / activities
- Liaise with the Health and Safety Manager for further guidance.

When identifying hazards consider the persons which might be affected, these could include employees, volunteers, pupils, members of the public and contractors. Other groups to consider will be those more vulnerable, such as people with disabilities, existing medical conditions, new and expectant mothers, and young persons

### ***Consult with Staff***

Risk assessments should not be done in isolation, involve your staff as they will often identify areas that you may have over looked. This is not just good practice; it is a legal requirement under Health and Safety Legislation.

### ***Vulnerable Staff, Pupils and Visitors***

Some people have particular requirements, for example young workers, those new to the school or department, new or expectant mothers, people with disabilities, or pupils with SEN/ASN. Blanket policies should not be put in place restricting certain groups from activities. Most people in these categories will not need additional health and safety measures put in place, but if they do, they should be considered on an individual case-by-case basis. Contact the Health and Safety Manager for further advice if required.

## **Step 2. Assess the Risks**

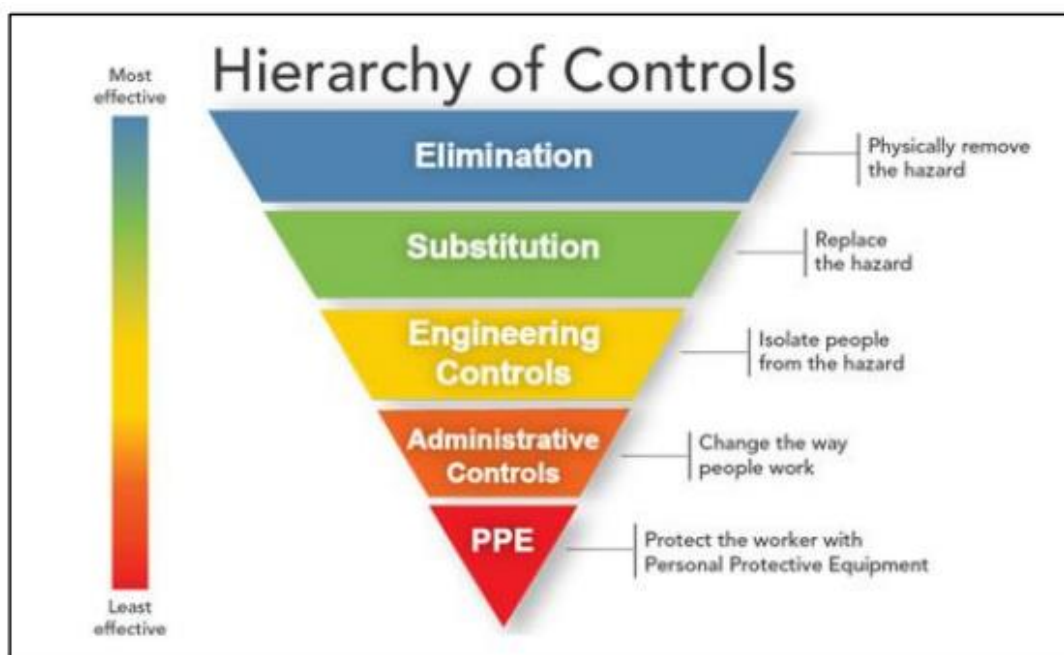
Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

### ***Decide:***

- Who might be harmed and how
- What you're already doing to control the risks
- What further action you need to take to control the risks
- Who needs to carry out the action?
- When the action is needed by

## **Step 3. Control the Risks**

Suitable and sufficient risk control measures will need to be identified and implemented to ensure that all risks are appropriately managed and meet the legal requirements as an absolute minimum. Risks should be managed by following the Hierarchy of Controls.



Look at what you're already doing, and the controls you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

***If you need further controls, consider:***

- Redesigning the task or activity
- Replacing the materials, machinery, or process
- Organising your work to reduce exposure to the materials, machinery, or process
- Identifying and implementing practical measures needed to work safely
- Providing personal protective equipment and making sure staff wear it

Put the controls you have identified in place. You're not expected to eliminate all risks, but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time, or trouble.

**Step 4. Record Your Findings**

You must record your significant findings, including.

- The hazards (things that may cause harm)
- Who might be harmed and how?
- What you are doing to control the risks

To help you, the school has produced risk assessment templates and examples. Do not rely purely on paperwork as your main priority should be to control the risks in practice.

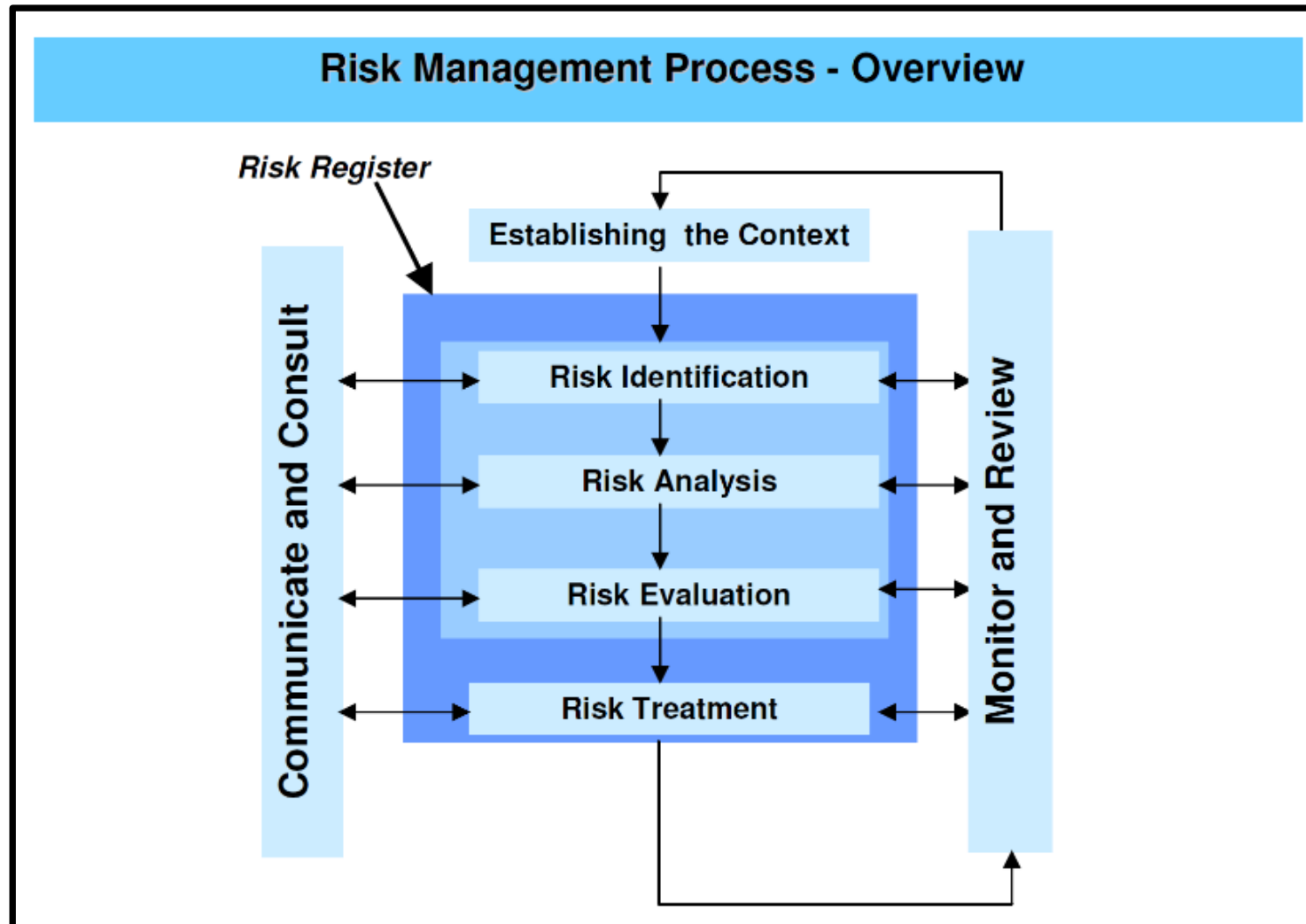
**Step 5. Review the Controls**

You must review the controls you have put in place to make sure they are working. You should also review them if:

- They may no longer be effective
- There are changes in the workplace that could lead to new risks such as changes to:
  - o Staff
  - o A process
  - o The substances or equipment used

Also consider a review if your staff have spotted any problems or there have been any accidents or near misses. Update your risk assessment record with any changes you make

Appendix Two – Risk Management Process Flow Chart



### Appendix Three - List of Required Risk Assessments by Department

Area / Department	Activity	Role Responsible	Comments
<b>GENERAL / APPLICABLE TO ALL DEPARTMENTS</b>	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, or group of buildings where fire alarm panels are linked are 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)
<b>ACADEMIC</b>	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.
	Science Dept Lab Work	Head of Science	The Science Department 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.

			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 (E.g., for COSHH)
	Design and Technology Department	Head of DT	The DT Department 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.  Work assessed using relevant parts of the CLEAPSS guidance 'Standing' RAs (E.g., 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
<b>PASTORAL</b>	Boarding Houses	Head of House	Each House has its own RA
	HHC	Senior School Nurse	Medical / Prescription Drugs / etc
	Wellbeing	Dir Wellbeing	
	Safeguarding	DSL	
	Out of Bounds and Access to Restricted Areas (Pupils)	Dep Head (Pastoral)	
	Allergens	Deputy Bursar	
<b>CO-CURRICULAR</b>	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 Exped's included in OSVs.
	Partnerships	Asst Head (partners)	For individual events
<b>EVENTS</b>	One-off Events	Event Organiser and Dep Bursar	Events involving staff and / or pupils only, and events involving external visitors (e.g., Admissions Events / Open Days, Social Events, Concerts, etc) All RAs reviewed by H&S Manager
	Use of Campus by 3rd Parties (e.g., Lettings)	Enterprises	3rd party's RAs checked prior to arrival on site by Event Organiser
<b>SUPPORT SERVICES</b>	Queens Sports Centre	QSC Manager	Individual RAs for each area (Pool, Gym / Weights Room, Sports Hall, Climbing Wall, etc) (Includes COSHH)
	Estates	Estates Bursar	e.g., Legionella, Asbestos, Construction Work, machinery, hand tools, working with electricity / gas, management of contractors, etc. (Includes COSHH)
	Grounds	Grounds Manager	e.g., 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	e.g., 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	
<b>COMMERCIAL ENTERPRISES</b>	Shop	Retail manager	
	QSC	QSC Manager	Risk assessments for individual areas
	Events	Events Manager	Risk assessments for individual events



## Appendix Four - Example Risk Assessment Template with Guidance Notes

Location	<i>On-site/ offsite name specific location</i>	Activity/Event Name	<i>Insert Details</i>	Date(s)	<i>Insert Details</i>
Department	<i>Insert Department in charge of Activity/Event</i>				
Brief Description of Activity/Process/Procedure being assessed:	<i>Insert Details</i>				
Scope	This assessment examines the hazards, risks and control measures relating to the specific activity /event being assessed to reasonably assure the health, safety, and welfare of those involved. It should be considered in conjunction with the relevant sections of the Schools Whole School Risk Assessment, which assess the generic issues which maybe present from the structure, contents or tasks undertaken within a building and also assess the issues which may be present from the surrounding infrastructure, the environment and the people within and around the school's premises and grounds.				
Who might be at risk?	<i>Insert Details of all the groups that are taking part in the activity/event or could be impacted by the activities</i>				
Who was consulted in compiling this Risk Assessment?	<i>List here names or bodies that you consulted with, other Heads of School Department, other Schools, Governing Bodies trades/sports, Consultants and or the Health and Safety Manger</i>				
Name of Assessor/s	<i>Insert names/initials of all those involved in the scoring of the RA</i>	Date of Assessment:	<i>Insert Details</i>	Review Date:	<i>Insert Details</i>
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 Fatality	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	RISK FACTOR RATING			RISK REDUCED TO AS LOW AS REASONABLY PRACTICABLE OR ADDITIONAL CONTROLS REQUIRED	Target Date for Completion  And who will carry out the action
			P	S	R		
<i>What are the significant hazards and what impact will they have if they materialise?</i>	<i>List who might be injured or impacted by the significant hazards identified</i>	<i>List what are you already doing to control/reduce the risks to an acceptable level?</i>				<p><i>Enter "Yes" if risk is reduced as low as reasonably practicable</i></p> <p><i>if not, list in this column what additional controls could be implemented in the future to reduce the risk of this activity further?</i></p> <p><i>On next reviewing the RA, the additional control measure should have been implemented and can then be included in the "Existing Controls" column and removed from this column</i></p> <p><b>Important Note:</b> <i>Remember if the resulting risk rating after your assessment of a particular hazard is "High Risk" Enter "No", the activity must <b>NOT PROCEED</b> until further measures are introduced to reduce the risk.</i></p>	<p><i>Ensure that those that you action are aware of what you require of them and by when.</i></p>

<p><b>Uneven surfaces</b></p> <p>Risk of a slip, trip or fall resulting in injury resulting in absence from school for a short period</p>	<p>All staff, pupils, visitors</p>	<ul style="list-style-type: none"> <li>• Staff receive training and information on how to avoid slips trips and falls</li> <li>• No trailing cables allowed</li> <li>• Trip hazards removed immediately</li> <li>• Where they cannot be removed, they will be indicated by hazard marking or the area will be cordoned off until repaired.</li> <li>• Roadways and pathways are well maintained.</li> <li>• Operations Department and House teams ensure floor surfaces are cleaned and inspected.</li> <li>• When required maintenance tickets submitted promptly to repair surfaces.</li> </ul>	<p>2</p>	<p>1</p>	<p>2</p>	<p><b>Yes</b></p> <p><b>ALARP</b></p> <p><b>(As Low As Reasonably Practicable)</b></p>	<p><b>Not Applicable</b></p>
<p><b>Failure to check portable electrical equipment before use</b></p> <p>Risk of Electrocution during use resulting in shock and burns and absence from school for more than a week.</p>	<p>Staff, Contractors Pupils</p>	<ul style="list-style-type: none"> <li>• All School owned portable equipment PAT tested annually.</li> <li>• School owned equipment is maintained in accordance with manufacturer's instructions.</li> <li>• Staff trained in use of equipment</li> <li>• Pupil owned equipment is visually inspected by house staff.</li> <li>• Non-standard chargers and leads are removed from pupils' bedrooms by House staff.</li> <li>• Users undertake checks of electrical equipment before use.</li> <li>• Some higher risk items are not allowed to be brought into school by pupils.</li> </ul>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Pupil owned equipment is not currently PAT tested, although visual checks are carried in House, and higher risk items are prohibited, consideration should be given to annual PAT testing of pupil owned equipment.</li> </ul>	<p><b>Start of Next Academic Year</b></p> <p><b>Senior Leadership Team</b></p> <p><b>Health and Safety Manager</b></p>

<p><b>Failure to identify significant defect in Working at Height Equipment</b></p> <p>Risk of failure of equipment during use, resulting in fall from height resulting in over 7-day injury or fatality.</p> <p>Fall from height</p>	<p>Staff, Contractors Pupils</p>	<ul style="list-style-type: none"> <li>• Staff who work at height receive appropriate training.</li> <li>• Working at Height Policy in place.</li> <li>• Contractors are required to work in accordance with the school's policy and submit their own risk assessments.</li> <li>• Staff are required to complete a pre user check before each time they use the equipment.</li> <li>• In addition, Equipment under goes periodic detailed visual checks which are recorded</li> <li>• Compliance with the requirements is audited by the Health and Safety Manager</li> <li>• Audit results identified a lack of consistent recording of detailed visual inspections so a review of compliance across all departments is underway.</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<p><b>No Activity Suspended</b></p> <ul style="list-style-type: none"> <li>• Ladders must not be used in departments where adequate records have not been maintained showing that regular detailed visual inspections are being carried out by a competent person, either from within the department or outsourced.</li> <li>• Confirmation of staff training within these departments in working at height and records of detailed visual inspections are to be submitted to the Health and Safety Manager for review Asap</li> </ul>	<p><b>First week of new term.</b></p> <p><b>Heads of Department who have ladders available for staff to use but have not maintained a log of inspections</b></p>
<p><i>Each Significant Hazard identified should be given its own Row</i></p> <p><i>Any additional controls or actions required should be listed in column 7 and also recorded in the Action Tracker at the end of the RA</i></p>							

<b>To be signed by the Assessor</b>			
In completing this risk assessment, to the best of my ability, I have identified the anticipated significant hazards relating to the activity/area and feel that the measures stated above, as far as reasonably practicable, reduce the risk to those affected to an acceptable level.			Signature of the Assessor/s <i>Insert Details</i>
			Date: <i>Insert Details</i>
<b>What remedial action is required? <i>Update table to reflect situation in your Activity/Event</i> What additional controls, if any, could be implemented in the future to reduce the risk of this activity/area further? <i>Update table</i></b>			
<b>Additional Controls</b> (Copied from assessment above)		<b>Notes/ any actions taken</b> (Update on actions, awaiting approval, raised with SLT etc)	
<i>Pupil owned equipment is not currently PAT tested, although visual checks are carried in House, and higher risk items are prohibited, consideration should be given to annual PAT testing of pupil owned equipment.</i>		<i>Health and Safety Manager to discuss suggested new procedure with SLT at the Health and Safety Committee meeting next term.</i>	
<i>Ladders must not be used in departments where adequate records have not been maintained showing that regular detailed visual inspections are being carried out by a competent person, either from within the department or outsourced.</i>		<i>Health and Safety Manager has contacted the relevant departments and advised them to stop using the ladders until they are inspected and deemed as safe to use by a competent person.</i>	
<i>Confirmation of staff training within these departments in working at height and records of detailed visual inspections are to be submitted to the Health and Safety Manager for review Asap</i>		<i>Health and Safety Manager has contacted the relevant departments and is awaiting confirmation of competency in each department.</i>	
<b>To be completed by the Head of Department.</b> Activities/Events that are deemed 'low to medium risk' will be approved and signed by the HoD and reviewed and by Health & Safety Advisor where required. For activities/events that after review the Head of Department or the Health and Safety Manager deems to be higher risk, the Health and Safety Manager will pass the Risk Assessment on to a member of SLT for review, comment and authorisation or amendment.			
Approved by HoD	Name: <i>Insert Details</i>	Signature: <i>Insert Details</i>	Date: <i>Insert Details</i>

