



PORT·REGIS

POLICY NAME	Risk assessment Policy	POLICY OWNER	Kevin Binns
APPROVED BY	CoM	DATE APPROVED	November 2019
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Risk Assessment Policy

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PORT REGIS SCHOOL RISK ASSESSMENT POLICY

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

The Governors of Port Regis School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in every day life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk. This policy also applies to the EYFS setting.

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.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need to be reviewed and updated once a year at the beginning of the Autumn Term, or more frequently as required. A “library” of risk assessments is maintained by HoDs on the school intranet for staff to refer to and use for themselves. The HR Manager is responsible for keeping records of staff training in conducting Risk Assessment in conjunction with Heads of Departments where appropriate.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Port Regis School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips.

But risk assessments are also needed for many other areas, including:

Educational

- Pre-Prep (including EYFS)

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art (including the pottery)
- Treehouses
- Individual Children
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Gymnastics
- First Aid

At Port Regis School we make use of model or generic risk assessments, for our educational activities and visits including our EYFS setting. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and D&T. Teaching staff and technicians receive induction and refresher training in risk assessments, conducted by HoDs.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. 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. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Medical Centre has risk assessments for first aid and all other treatments and procedures. Support Staff departments have their own First Aid Risk Assessments. Accident forms are maintained in the Medical Centre and the School Nurse is responsible for ensuring that accident reports are passed to the Bursar, Head of Boarding and Director of Sport where appropriate. The School's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The School Nurse 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). She will also initiate an accident investigation in the event of a notifiable accident.

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, rifle range etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Child Protection

Our Child Protection policies 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.

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, conducted by the HoD, covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessment 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). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds: risk assessment and training are 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.

CONDUCTING A RISK ASSESSMENT

Our policy at Port Regis School is to ensure that risk is managed appropriately. Activities involving pupils are normally low risk. A written risk assessment is not needed for every visit and teachers should assume that they only need to carry out a risk assessment in exceptional circumstances. A risk assessment is not needed every time a school takes pupils to a local venue such as a swimming pool, a park or a museum. Exceptional circumstances include activities away from school; for example, mountaineering, canoeing and sailing. Trips abroad also need careful attention to duties under health and safety. Advice on conducting Risk Assessments is available from the Bursar, or the retained risk consultant (contact details available from the Bursary). A generic template is available and is held in the Risk Assessment Library on Central/Risk Assessments.

We will always employ specialists to conduct high risk tasks. Support staff may only carry out medium risk rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments

The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Reviews

Risk assessments are reviewed (and recorded) annually, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety when they start work at Port Regis. The HR Manager records this induction training, or delegates to the Head of Department as appropriate. Specialist training is given to those whose work requires it and departmental managers are responsible for the management of this training. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, the Bursar and other members of the SLT 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 Bursar.

AUDIT COMPLIANCE STATEMENTS

An annual SORP compliance risk assessment is presented to the Governors by the Headmaster and the Bursar. This report analyses:

- The financial procedures and controls at Port Regis
- The major risks to the school, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments
- Areas of potential risk

- The measures taken to protect the school against such risks, including:

- Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects, etc as needed

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