



**Broadlands Hall School
Risk Assessment Policy**

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| Prepared By | <i>Hazel Simmons</i> <i>Headteacher</i> |
| Approved by the Proprietor | <i>Keith Boulter</i> |
| Date Approved | <i>December 2018</i> |
| To Be Reviewed | December 2019 |

1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, student and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy.
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty states that schools are expected to assess the risk of student being drawn into terrorism

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

3. Definitions

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| Risk assessment | A tool for examining the hazards linked to a particular activity, place of work or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm |
| Hazard | Something with the potential to cause harm to people, working with young people with challenging or unpredictable behaviours or materials such as chemicals or working from height |
| Risk | The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be |
| Control measure | Action taken to prevent people being harmed |

4. Roles and responsibilities

4.1 The Proprietor

The Proprietor has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The Proprietor has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Proprietor, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Headteacher

The Headteacher, or in the Headteacher's absence the Deputy Head is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

4.4 Student and parents

Students, care workers, social workers and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, student and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, sometimes listing groups but sometimes, where relevant, listing individual students, bearing in mind that our students each have special requirements and we will assess how they each may be harmed.

Step 3: evaluate the risks and determine the control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or student noted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are shredded when no longer needed.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the Headteacher.

This policy will be reviewed by the Headteacher every 2 years and approved by the Proprietor.

7. In addition to statutory risk assessment requirements, the following situations, places and events are risk assessed at Broadlands Hall School.

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| Trips off site | All trips and visits are individually risk assessed, detailing the specific students or groups of students taking part on each specific occasion. |
| Student's personal risk assessment | Students are all assessed for risks (to them or indeed to those adults and students with them) specific to them in a range of situations if this is appropriate. These situations could include: on work experience placements; operating gardening equipment; swimming; using public transport; walking near roads; being exposed to extraordinary light or sound stimuli. |

7. Links with other policies

This risk assessment policy links to, among others, the following policies specifically:

- Health and safety
- First aid

Appendix 1: Broadlands Hall School risk assessment proforma

Risk Assessment of: **DETAIL** or in the case of a **TRIP**, address and venue name.

Tel:

Assessors Name:

Date: **day-month-year**

Persons Affected:

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| Review Undertaken Because (tick all that apply) |
| <input type="checkbox"/> New control measures implemented <input type="checkbox"/> Specific or new activity or trip <input type="checkbox"/> Following an accident or report of ill health <input type="checkbox"/> New guidance or legislation published <input type="checkbox"/> Changes in workplace or work activities <input type="checkbox"/> Required at least annually <input type="checkbox"/> Standard requirement according to school policy |

Likelihood

Consequence

0 - zero to very low

0 – No injury or illness

1 - Very unlikely

1 – First Aid Injury or Illness

2 - Unlikely

2 – Minor Injury or Illness

3 – Likely

3 – “3 day” injury or Illness

| Significant Hazards Identified | Uncontrolled Risk Rating | | | Existing Control Measures | Risk Rating with Existing Controls | | | Further Control Measures to be Implemented | Risk Rating with Additional Controls | | |
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Individual Student Risk Assessments to be followed in partnership with this policy.

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