Shebbear College

WRITTEN RISK ASSESSMENT POLICY

Reviewed by the Governing Body – 15th November 2018

Next review by Governing Body by November 2019

Policy Review at Shebbear College

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

1 Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, The National Minimum Standards for Boarding Schools and The Early Years Foundations Stage standards

2 Objectives

2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk

2.2 That identified control measures are implemented to control risk so far as reasonably practicable.

2.3 That those affected by school activities have received suitable information on what to do.

2.4 That during risk assessments, significant findings are recorded and reviewed when appropriate

3 Guidance

3.1 The Bursar, Health & Safety Officer and Heads of Department will be responsible for the implementation of this policy.

3.2 This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place.

Teaching area risk assessment checklists are also in place for guidance.

3.3 All staff can receive training from the Health & Safety Officer on how to complete a risk assessment before they are required to complete one. The rule of thumb – if in any doubt ask. Risk assessment training will be provided on specific areas where identified.

3.4 A template risk assessment form is included at Appendix 1 to this guidance. The college adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

3.5 Risk assessments will take into account:

- hazard - something with the potential to cause harm
- Hazardous event – when someone/something interacts with the hazard and harms results
- risk - an evaluation of the likelihood and the consequence of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

3.6 The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

3.7 The Health & Safety Co-Ordinator will be responsible for the maintenance of risk assessment records and the Health & Safety Officer will be responsible for the approval of risk assessments.

3.8 Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are legislative changes
- annually if for no other reason

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Health & Safety Executive, Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)

C: "Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Early Years Foundation Stage: Statutory Framework

G: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)

Appendix 1 – Risk Assessment Template