RISK ASSESSMENT POLICY & PROCESS

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

This policy will also be reviewed following an incident or near miss involving onsite vehicle movement.

Policy reviewed by: Jonathan Ritchie – Director of Estates and Facilities
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Next review date: 01/06/2024
Reviewer's Signature:

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

POLICY AMENDMENT PAGE

Date	Key Amendments	Version Number	Reviewed by
11/01/2018	Policy Approved – Fit for use by schools.	v1.1	RG
31/01/2020	Reviewed, roles and responsbilities	v2	RNB
01/09/2020	No changes	v3	RNB
01/09/2021	Annual Endorsement	v4.0	RNB
01/09/2022	Annual Endorsement	v5.0	RNB
01/09/2023	Annual Endorsement	v6.0	JR

1.0   Introduction

Chatsworth Schools has developed this Risk Assessment Policy and process to support School/Nursery leadership in the protection of all persons using the nursery/school/college under their control including employees, pupils/students, parents, and visitors.

2.0   Policy Aims

This document aims to set out the Chatsworth Schools and the School/Nursery commitment to assessing major risks to pupils, employees and non-employees who may be affected by operations and activities. The risk assessment process will support the identification of hazards, how the potential risks arise, their potential impact. This information will then be used to make informed decisions on how the identified risks will be controlled and managed.

It is company policy that at each nursery/school there will be:

- Suitable and sufficient competent personnel available to identify and conduct risk assessments.
- Adequate resources provided to allow responsible persons to conduct risk assessments and maintain records.
- Clear and concise communication in relation to the findings of risk assessments to personnel and any other relevant persons.
- Adequate resources available to ensure control measures raised as part of the risk assessment process are implemented and monitored for their effectiveness as far as is reasonably practicable.

This will be achieved by the involvement of all levels of staff from senior management to those staff in class or in support roles.

3.0   What is a Risk Assessment?

A risk assessment is a careful examination of potential hazards what could cause harm to employees, pupil and/or others, (including members of the public), arising out of, or in connection with, work or activity undertaken by Schools/Nursery's. The process should identify the risks arise (likelihood) from the hazards and how they impact on those affected (severity). This information can then be used to make decisions on how to manage the identified hazards and risks and the ensure the controls/action taken is proportionate.   A risk assessment should then be used to assess that any precautions taken are adequate to prevent harm, document those controls and if necessary, identify further controls.

4.0   Roles & Responsibilities

4.1.   Chatsworth Schools

- Provide a policy and process to assess risks and ensure that there are adequate arrangements and resources in place for all activities within the organisation to be risk assessed, if applicable. Ensure that there are adequate resources allocated to implement control measures far as is reasonably practicable.

- Employees must be informed on the potential risks associated with their job prior to commencing work or when there is a significant change to the risk assessment or associated controls. Refresher/Re-cap training should also be provided regularly.

- Review internal and external inspection and audit reports that focus on Risk Assessments and take appropriate action as necessary.

4.2 Heads

- Ensure that Risk Assessments are completed for appropriate job tasks/activities, the workplace environment or any plant/equipment used within the school/nursery. These are held within individual schools/nursery/ departments who are responsible for ensuring the assessments are reviewed as necessary and that control measures are implemented effectively.

- Review hazards and risk across the facility and associated activities, working with the on-site team and establish a schedule of required Risk assessments for the facility and associated activities including appointment of Risk Assessors.

- Direct and support appointed risk assessors to complete Risk Assessments in their areas of responsibility and provide adequate resources that enable them to brief/train staff on the findings of Risk Assessments and associated controls relevant to their area.

- Ensure, where possible, that all Risk Assessments are suitable and sufficient, are up-to-date and relevant to the activities carried out within the organisation by completing a review of all.

- Ensure that there are procedures in place to monitor Risk Assessments and effectiveness of control measures and review the implementation and effectiveness of this policy.

4.3 Risk Assessors i.e., Heads/Heads of Department/Support Function Leads

- Understand this risk assessment Policy and Process.

- Complete risk assessment, as appointed by Head including identification of potential hazards, evaluation of risk and development of associated control measures.

- Communicate applicable risk assessments and associated control measures, providing training if applicable. This briefing must be recorded (signed and dated by trainer and trainee).

- Review Risk Assessment as required for example on significant change or at least annually.

- Report any concerns in relation to risk assessments conducted to the Head.

- Report any employee/third party injuries/ill-health using the internal Accident & Near-Miss Reporting process. The risk assessment applicable to that area/activity must be reviewed considering such an occurrence.

4.3 Employees

- Employees should be given suitable and sufficient information on any hazards and specific control measures to reduce the potential risks that are relevant to their job. This should take place as part of a staff induction/training/briefing sessions and before employees are asked to complete tasks that may directly or indirectly involve a potential risk.

- Employees are required to co-operate with Head and/or Risk Assessor and to follow any safety instructions provided.

- Employees are required to advise management of any health or safety concerns relating to their jobs.

- Employees are required to report any accidents and/or near miss incident.

5.0 Risk Assessment at Chatsworth School

Heads are responsible for the development of school/nursery specific risk assessment/s and/or for appointing risk assessors to assess the potential health and safety risks arising from school/nursery activities and operations. Relevant controls to reduce risk will be identified in the risk assessment or reference made to local management action plan/policy.

To ensure the suitable and sufficient identification of hazards, risk, and controls there will likely be several risks assessments within each nursery/school. These will be included but are not limited to –

5.1 General Operations and Facilities Risk Assessments

A general operations and facilities risk assessment will be completed for all schools/nurseries. This should include items and areas including classrooms, offices, access, and egress, inside and outside space, traffic management, operational of the building and general school activities. Completion of a facilities / operational risk assessment may lead to the identification of the need of specific risk assessment provide greater detail and control for that specific identified hazard and risk. These may include but are not limited to:

- Fire RA (required and to be assessed via an external provider).
- Water Hygiene (for high-risk sites (more than 5 outlets and hot water storage) to be assessed via an external provider).
- Asbestos RA and Management plan (required and to be assessed via an external provider).
- Kitchen (required if applicable).
- Food hygiene policy and control plans (required).
- Cleaning.
- Use of Hazardous Substances (incl. COSHH).
- Design and Technology including Storage and Use of Hazardous equipment (required where applicable).
- Laboratory including Storage and Use of Hazardous equipment (required where applicable).
- Construction and refurbishment work (required as and when).
- Maintenance of plant and equipment (required as and when).
- Grounds maintenance (for complex sites or non-complex sites include in general).
- Minibuses (required if appliable).

The Head/Manager is responsible to completing this/these risk assessments, with support, for ensuring controls are communicated and for the implementing controls in a timely and suitable manor. Documentation and actions should be reviewed at termly Health and Safety meetings. To support the identified to hazardous relating to facilities and operations and to document this risk assessment, see HSE-T-001 for guidance.

5.2   School Activities Risk Assessments

Relating to key school activities and where a significant hazard and risk has been identified a risk assessment should completed. Each school/nursery will decide on specific school activities risk assessments needed but is it suggested that the following are included:

- Pupil supervision (including safeguarding and welfare requirements) (see relevant policy).
- Supervised physical/sports activity (required).
- Day visits/trip offsite (required See Educational Visits Risk Assessment policy for additional guidance).
- Residential trip (required See Educational Visits Risk Assessment policy for additional guidance).
- Management and supervision of breaktimes and immediately before and after school (required).
- Pupil use of Hazardous Substances/Equipment (if applicable).
- Food Tech (if applicable).
- Duke of Edinburgh (if applicable).

With regards to school trips - the person responsible for the activity/trip should draw up the risk assessment initially, which will then go to the Head, or Head of Department as nominated by Head, for review and approval.

All internal risk assessments should be completed on a pre agreed (with the Head) pro forma, and once approved a copy will be kept by the activity/ trip organiser and with the Head.

5.3   Development of Risk Assessments within Schools/Nurseries

5.3.1   Establish a Risk Assessment Schedule

The Head, in coordination with the relevant team members such as Deputy, Bursar and/or Site Manager, to review hazards and identify potential activities which could lead to significant potential hazards and risks to staff, pupils and visitors. This will include but not be limited to the areas identified within Section 5 above. See section 6.2 Step for additional information.

The risk assessment schedule/list will be developed. Within the schedule/list the Head will appointment a risk assessor. The schedule/list of Risk Assessments should be maintained on file and reviewed at the HSE Committee meeting.

5.3.2   Complete the required risk assessment

The risk assessor will complete the required risk assessment as per instructions and/or schedule. See Section 6 below for guidance.

Risk assessments for trips or specific activities (which have been identified as requiring a risk assessment) should be completed in advance for the trips to allow to review by the Head and necessary actions to be completed.

For regular activities i.e. regular trips to the local park or sport facility, there may be an overarching risk assessment which generically assesses the hazards, risk and highlights associated controls. Prior to each trip or activity this risk assessment and controls should be reviewed and specific controls, checks etc for that day/trip documented i.e. in a daily trip log or specific trip risk assessment.

As a result of identified hazards and risk, controls will be referenced within the risk assessment document. Where significant details and management of the identified risk is required the Head or risk assessor (with support if necessary) will establishment a local management action plan or policy i.e. Local Estates HSE Management plan, Fire Safety policy or Water Hygiene Management Plan. A Head or manager must ensure that relevant employees are aware of the relevant contents of the local action plans or policies and review and revise it as necessary.

5.3.3   On completion of the risk assessments and associated control

The Risk Assessor is required to submit the risk assessment to the Head/Manager for their review and approval. All actions arising should also be taken in a timely and suitable manner and actions recorded.

5.3.4   Risk Assessment Briefing/Training

The risk assessment and associated controls and actions should be briefed to staff, pupils, or visitors (as applicable).

5.3.5   Risk assessment Review/Update

Risk assessment should be reviewed annually as a minimum or on any significant change. Change could include change to the facilities, staff, location of the trip or travel arrangement for example.

In the event of an incident or accident relating to a specific risk assessment the risk assessment should be reviewed to ensure fit for purpose.

Risk Assessment Schedule to be reviewed at each HSE Committee meeting to ensure all required risk assessments are in place and up to date, whether training is required or re briefing.

6.0   Guidance for Completing Risk Assessments

6.1   Terminology

Hazard – Something with the potential to cause harm.
Risk   – The severity of a hazard being realised combined with the likelihood of it taking place.

6.2 Five Steps to Risk Assessment

This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances external and specialist assistance should be sought.

Step 1 – Identify the hazards

A review of potential hazards should be carried out on the following:

- The Support Environment: e.g., offices, receptions, receiving/loading area, plant rooms, entrance/exits, first aid, dining area, catering, cleaning, facilities management, site visitors, fire, and emergences etc.
- The educational environment e.g., classrooms, lab's (incl. science experiences), design and technology, food tech, sports and PE activities, music, drama, and dance.
- Outside Environment: ponds, areas where animals may be kept, play equipment, steep banks, concrete steps, plants, and shrubs (are any poisonous or likely to cause harm?), locations near roads, and areas where access is open to the public.
- Job Tasks/Activity Performed: a specific task e.g., floor cleaning, operation of a piece of equipment, etc. or a set of work activities, e.g., cleaning an office, etc.
- Plant or Equipment: e.g., lifts and lifting equipment, vehicles, plant room equipment, etc.
- Ad Hoc activities and trips (including DofE) which would not being considered or included within the above. Note – Activity specific risk assessment may be required.

Walk around the workplace and take a fresh look at hazards that have the potential to cause harm. Ask employees what they think. Accident and ill-health records can also help spot hazards. Review the checklist provided in Part 1 of the Risk Assessment Form (HSE-T-001) when considering the activities/areas of work above. This list is not exhaustive can be expanded on.

Record hazards and associated activities of the specific risk assessment (if applicable) identified on Part 2 - Risk Assessment Form (HSE-T-001). The Risk Assessment is provided as a tool for use, although other formats are available or might be preferred.

Step 2 – Decide who might be harmed, and how

- Employees, including young workers, trainees, new and expectant mothers, persons with disabilities, etc. who may be at particular risk*.
- Pupils/students, cleaners, visitors, contractors, maintenance workers, etc. who may not be in the workplace all the time.
- Pupils in EYFS with regards to their environment, and outings.
- Parents, members of the public, or people you share your workplace with, if there is a chance they could be harmed by your activities.

* When risk assessing Young Persons, particular consideration must be given in relation to their inexperience and developing physical capabilities and their ability to work under pressure. In relation to New and Expectant Mothers consideration must be given to their well-being, together with provision of suitable facilities for rest breaks.

Record details within Part 2 of the Risk Assessment form or form being used.

Step 3 – Evaluate the risks and decide whether existing precautions are adequate, or more should be done

Consider how likely it is that each hazard could cause harm. This will determine whether you need to do more to reduce the risk. Outline what control measures are currently in place to reduce the risk and determine for each significant hazard whether the remaining risk is high (H), medium (M) or low (L). See below table. If the overall category is medium or high, then you may need to consider additional control measures.

Table 1 - Classification of Risk - Risk Analysis / Priority of Action Matrix

Severity	Likelihood				
	1 - Very Unlikely (Freak event – no known history)	2 - Unlikely (Unlikely sequence of events)	3 - Possible (Foreseeable under unusual circumstances)	4 - Likely (Easily foreseeable- odd incident may have occurred)	5 - Very Likely (Common occurrence – aware of incidents)
1 - Negligible (No visible injury – no First Aid required)	Low	Low	Low	Low	Medium
2 - Slight (Minor cuts, bruises – no long-term effects)	Low	Low	Low	Medium	Medium
3 - Moderate (Heavy bruising, deep flesh wound. Lost time accident)	Low	Low	Medium	Medium	High
4 - Severe (Lost time accidents and major injuries)	Medium	Medium	Medium	High	High
5 - Very Severe (Long term disability or death)	Medium	Medium	High	High	High

Record additional controls or actions within the Part 2 and Part 3 of the Risk Assessment Template or on the template in use. This might include reference on management action plans or policies where detailed control measures are required/needed. Where high risk hazards or activities are identified as part of the general risk assessment a more detailed risk assessment and control plan may be required. In this case add the required specific risk assessment to the schedule, appoint a person responsible and complete, as above.

Guidance on Controlling Risk - The Management of Health and Safety at Work Regulations 1999 requires that any preventative and protective control measures should follow a set of principles. The general principles of prevention are:

1. Avoiding risks.
2. Evaluating the risks which cannot be avoided.
3. Combatting the risks at source.
4. Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working procedures.

5. Adapting to technological progress.
6. Replacing the dangerous with the non-dangerous, or the less dangerous.
7. Developing a clear overall prevention policy which covers technology, organisation of work, working conditions and the influence of factors relating to the working environment.
8. Giving collective protective measures priority over individual protective measures.
9. Giving appropriate instructions to employees.

Even after all precautions have been taken, some level of risk usually remains.

Step 4 – Record your findings

Records of significant findings should be kept and information on the significant findings from the risk assessments must be communicated to relevant employees.

Keep the written record for future reference, use and ongoing review. Information may also be requested by Health and Safety Auditors and/or regulators.

Records will also act as a reminder to closely monitor hazards and precautions.

Keep records of communication to relevant employees.

Step 5 – Review your assessment and revise it if necessary

If there is a significant change in the workplace, for example, following the introduction of new equipment, substances, buildings and/or procedures, which could lead to the introduction of new hazards, then a review of the relevant risk assessments is necessary to take account of any new hazards and corresponding changes to the level of risk.

Risk assessments should also be reviewed regularly (at least once per year) to make sure that the precautions are relevant and working. The general and specific risk assessments (where relevant) should be reviewed at termly Health and Safety Meetings to ensure they remain suitable and sufficient.

7.0   Supporting Material

Health and Safety Executive Risk Assessment Guidance online –

 http://www.hse.gov.uk/risk/fivesteps.htm

http://www.hse.gov.uk/pubns/indg163.pdf

http://www.hse.gov.uk/services/education/school-trips.pdf

http://www.hse.gov.uk/risk/classroom-checklist.pdf

Risk Assessment Template (HSE-T-001)

8.0   Interpretation

In this policy, the term "senior manager" means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Information at the above address.

This policy does not form part of any employee's contract of employment and may be amended at any time.