

RISK ASSESSMENT POLICY

Area: Health and Safety

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A. POLICY STATEMENT

“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

Newbury Hall School are fully committed to promoting the safety and welfare of all in our school so that effective education can take place. Our highest priority lies in ensuring that all the operations within the school environment, both educational, support and facilities are delivered in a safe manner that complies fully with not just the law; but with best practice. Our students need to be kept safe while being educated about dealing responsibly with risks.

The school has a responsibility under S2 and 3 of the Health and Safety at Work Act 1974 to ensure, so far as it is reasonably practicable, the health and safety of employees and other persons (students, visitors and contractors etc) who may be affected by our undertaking. The management of Health and Safety Regulations 1992, Regulation 3, specifically contains the duty to assess the risk presented by various hazards in the workplace.

B. WHAT IS A RISK ASSESSMENT

A Risk assessment is a careful evaluation of things that could cause harm.

- A hazard is something with the potential to cause harm
- A hazardous event is the action or activity that precipitates a potential incident e.g. boiling liquid becomes hazardous when you try to handle it.
- A risk is an evaluation of the likelihood of harm occurring and the consequences of the hazardous event
- Control measures are the measures and procedures that are put in place to minimise the consequences of the identified hazards

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments need reviewing and updating regularly. At Newbury Hall we review these annually or following any significant event. A meeting is held at the end of the academic year and accident records, incident reports and any submitted dynamic and critical assessments are evaluated and used to inform the risk assessments. This in addition to any immediate investigation carried out on initial report of an accident or incident where the risk assessments will immediately reviewed.

C. OUR ASSESSMENTS

Newbury Hall has a standard set of risk assessments covering:

- Boarding
- Classrooms
- Control of Contractors (including deliveries)
- Environment
- Kitchen
- Off site activity (leisure activity and educational visits)
- Safeguarding
- School

Of these risk assessments, we develop student risk assessments where the contents needs to be communicated to the students

- Boarding
- School and Classroom
- Environment
- Offsite

We also have risk assessments designed to be used with a mobile phone for critical or dynamic assessment.

Educational

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 teachers. All teaching Staff receive regular induction and refresher training in risk assessments.

Pastoral

Newbury Hall aims to ensure that our students are confident, articulate young adults capable of keeping him/herself safe while on the streets, in the home in all situations. We hold an annual training session, held by our Health and Safety Consultant on promoting an understanding of risk management, the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. The session included defining control measures under a hierarchy to understand how the measures have been arrived at.

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

We have a first aid needs assessment which defines our medical and first aid requirements.

Please see the Health and Safety Policy for further information.

Safeguarding and Prevent Strategy

Safeguarding is the core principle of our 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 not allowed to work in the UK. This is extended to all regular contractors, host families, and volunteers. All DBS holders have additionally undertaken safeguarding and prevent training. Ensuring everyone in our School community complies with this policy, we manage this risk to an acceptable level.

Facilities

Risk assessments are completed for all catering, cleaning, maintenance activity, control of contractors and receiving deliveries.

Facilities staff are responsible for undertaking the role of the fire marshal and premises supervisor, for which training is provided. Particular emphasis in training is given to minimising risk of both fire and to security by adhering to good practice.

Separate manual handling assessments are completed on a TILE based system.

D. CARRYING OUT A RISK ASSESSMENT

There are many types of risk assessment, at Newbury Hall we predominantly use the model recommended by the HSE in its publication “ Five Steps to Risk Assessment”. Our policy is not to carry out any high risk activity. Activities involving students are normally low risk although we may undertake a few medium risk activities using specialists or qualified instructors. Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment , and to follow instructions.

We will always employ specialists to assess high risk tasks. Facilities may only carry out medium rated activities if they have been properly trained and work in pairs. All employees and students are expected to wear personal protective equipment (PPE) as identified in the risk assessment.

Our initial assessments are carried out by our Health and Safety Consultant. Further risk assessments will be completed by our health and Safety consultant does not manage the risk. For example, following a terrorist threat where the UK threat level has been increased. These assessments follow a slight different format where we assign a numeric value to the identified hazard to ensure our control measures are effectively reducing the risk. This is an important

distinction as with this assessment we are evaluating whether we can reduce the risk to an acceptable level to allow the activity to take place instead of being able to apply a hierarchy which ultimately aims to remove the hazard. If it is believed that the benefit of the activity is not sufficiently justified, the activity will be postponed.

Specialist Risk Assessments

The student Services Manager arranged for specialists to carry out the following risk assessments:

- Fire safety - Optimus Safety annual review
- Abestos - None since 2004 which confirmed there is no asbestos present
- Legionella
- Gas safety
- Electrical safety

E. RESPONSIBILITIES OF ALL STAFF

All staff are given a thorough induction into the School's arrangements for risk assessments and health and safety (which is recorded) and are expected to attend the student briefing by the Health and Safety Consultant to ensure they are aware of all aspects of the risk management approach. Specialist training is given to those whose work requires it. All 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 Senior Management Team enabling them to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Student Services Manager.