

Risk Assessment Policy

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1.0 INTRODUCTION

- 1.1 This policy has been developed to cover the use of H&S risk assessments in Lingfield College. This policy brings together all aspects of the School's risk assessment procedures.
- 1.2 The first section of this policy gives an overview, with the detail provided in the following pages.

2.0 OVERVIEW

- 2.1 Certain premises locations and events/activities (onsite and offsite) of the School will be subject to risk assessments;
- 2.2 All risk assessments will comply with the School's risk assessment documentation and guidance. The risk assessments will be either one-offs (educational trips) or ongoing (School activities);
- 2.3 The risk assessments will be initiated by the H&S/Compliance Manager and reviewed/amended by the members of staff who have responsibility for the activities concerned.
- 2.4 Any action needed to further control the risks will be identified and implemented by that member of staff, who will periodically check that the controls are working as intended.
- 2.5 The ongoing risk assessments (RA) will be formally reviewed by the H&S/Compliance Manager at least once per year, in conjunction with the member of staff who owns the risk assessment.



- 2.6 There are 4 types of RA in use in Lingfield College:
- The School Trip Procedure (SP-HW-011)
 - full RA
 - generic RA
 - dynamic RA
- 2.7 The member of staff is responsible for identifying which type to use, and for completing it in a timely manner in accordance with this risk assessment guidance.
- 2.8 If a RA has been created for a member of staff, then that member of staff is responsible for reviewing the risk assessment, modifying if necessary, and ensuring the controls have been implemented.
- 2.9 The H&S Manager can be contacted for help on any aspect of creating and managing a risk assessment, including any requirement for specific training.

The remainder of the Policy gives details of how the risk assessments are to be carried out.

3.0 DETAIL INTRODUCTION

As part of managing the health and safety of the School we must identify and control the risks. To do this we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. This is known as a risk assessment (RA), and it is something we are required by law to carry out.

4.0 APPROACH

The approach adopted in this policy has been taken from the Arrangements and Procedures section of the school's H&S Policy (LP-HW-001).

The following approach for risk assessments shall be followed to ensure the health and safety of all staff, and others, whilst at work and as affected by working activities.

- Certain premises locations and activities (onsite and offsite) of the School are subject to risk assessments using the School's standard documentation and this guidance.
- The risk assessments will be carried out by the staff who have responsibility for the areas and activities, supported by the H&S/Compliance Manager. Any action needed to control the risks will be identified and completed by the responsible staff, ensuring all relevant internal approvals are obtained before the controls are implemented.
- The H&S/Compliance Manager is responsible for ad hoc checking of the controls to ensure that they are implemented as planned. The H&S/Compliance Manager and the responsible staff will be responsible for checking and ensuring the controls mitigate the risk as planned.
- The H&S/Compliance Manager will use the risk assessments, checks and any audits carried out to report, and provide assurance, to the Headteacher and the Governing Body on the H&S performance of the School.
- The ongoing School risk assessments will be formally reviewed by the responsible staff member and the H&S/Compliance Manager at least once per year. Trip risk assessments will be reviewed as and when the trip is repeated.

5.0 WHAT IS A RISK ASSESSMENT?

A Risk Assessment is a careful examination of what could go wrong and cause harm to people (other staff, pupils, visitors) from school activities. What is important is that the member of staff and leader of these activities, needs to decide whether a hazard is significant and whether it is adequately covered by actions (or 'control measures') to minimize the risk of something going wrong and what further actions may be necessary to further mitigate risk (both in planning and review stages).



6.0 TYPES OF RISK ASSESSMENTS AND HOW TO DECIDE WHAT IS NEEDED

6.1 There are 4 types of RA in use in Lingfield College:

- **Generic** – these are RAs that cover general activities in the school. They include possible risks associated with the school site, maintenance and building work, classrooms and specialist areas such as the dark room.
- **Full RA** – these are detailed RAs written specifically for higher risk activities both on and off site, such as building projects, paintballing, trips abroad, Duke of Edinburgh expeditions or visits to open farms for the younger pupils. The Educational Trips Risk Assessment spreadsheet includes different sections covering medium risk visits which the School undertakes on a regular basis. There is also a template and instructions for creating a bespoke RA for higher risk trips. This also includes pupil additional medical RAs (for trips/extraordinary events)
- **School Trip Procedure** – a document created from a risk assessment of the common hazards encountered on School trips over the last 5 years. See SP-HW-01 I. The Procedure specifies how certain aspects of a trip must be managed.
- **Dynamic risk assessments** – the circumstances of some trips or activities on the school site can change quickly and staff may need to use a process that allows the continuous identification of hazards, assessing risk, and taking action. Most staff will do this automatically, but the systematic use of these techniques can be beneficial.

6.2 **Please note:** all activities relating to the teaching of science in Lingfield are covered by the advice and procedures of CLEAPPS' (Consortium of Local Education Authorities for the Provision of Science Services). An audit of the School's use of CLEAPPS is carried out by the H&S/Compliance Manager every 3 years.

6.3 A number of factors need to be considered when deciding what kind of RA is needed:

- age of the pupils;
- type of activity;
- if on a trip - place/venue to be visited;
- activities to be undertaken;
- if you have undertaken the activities or visited the venue before (in which case there might already be a School RA which can be used – speak to the H&S Manager).

7.0 WRITING OR REVIEWING A GENERIC RISK ASSESSMENTS

7.1 All School RAs are in the School RA format, which follows the HSE design template.

7.2 The Generic RAs are recorded on a RA Master List, which details the owners, versions and review details. The list also contains a link to each RA. The Master List is managed by the H&S/Compliance Manager.

7.3 If a new generic RA is needed please speak to the H&S/Compliance Manager.

8.0 WRITING A TRIP RISK ASSESSMENT

8.1 Having identified a need for a RA the first thing to do is check with the H&S/Compliance Manager to see whether a RA already exists that can be used as is or form the basis of what is now needed for the trip.

8.2 Every RA is assigned reference number and needs to be version controlled. This is achieved by dating the RA. Please do not alter the master documents without discussing it with the H&S/Compliance Manager first who manages both identifiers.

8.3 If you need help with creating a RA, or in any aspect of implementing the identified controls then contact the H&S/Compliance Manager.

8.4 If a RA has been created for you (either by the H&S/Compliance Manager or by a company employed to organise a trip on the School's behalf) then make sure you review the risks and controls. You may wish to refine the



assessment and add some more or delete some of the controls/risks as not applicable. ***Then date the RA to show that it has been reviewed and adopted.***

8.5 Once the RA has been written and agreed– what needs to be done?

- The identification of the hazards, associated risks, the actions to be taken to mitigate the risks and scoring has been completed then the controls need to be implemented. This could range from briefing others on what needs to be done, to creating a plan of action. The RA is a starting point, not an end in itself.
- Periodically you need to check that the controls are in place and still working as intended – that is they are mitigating the risk of something happening. As part of the school's H&S Management System the controls will be subject to ad-hoc checking.
- Please note: some controls may need daily checking, such as a daily inspection of the classroom and equipment before the pupils arrive so action can be taken immediately to minimize risks from any hazards identified.
- Any accidents or incidents are to be recorded in the School's Accident Book. Anything significant should be reported to the H&S/Compliance Manager so any obligations under the RIDDOR regulations can be met, including, where necessary, carrying out an investigation and any lessons identified and learnt.

8.6 It may be appropriate to involve pupils in the risk assessments, teaching them how to recognize and manage risks. Please contact the H&S/Compliance Manager if you would like some help on this.

9.0 RISK ASSESSMENT REVIEWS

The Trip Procedure and the Trips risk assessments will be reviewed annually by the H&S/Compliance Manager, in conjunction with staff. In addition, a RA should be reviewed if there is any significant change which affects the activity/trip covered by the RA, for example: to meet the particular needs of a pupil or if an incident has occurred.

10.0 TRAINING

All new staff members of the school undertake an H&S induction. In addition, there is an annual presentation to staff during staff inset days, and periodic updates from the H&S/Compliance Manager. Specific one-to-one training on all aspects of H&S/Compliance is available at any time. Please contact the H&S/Compliance Manager.

11.0 REVIEW

11.1 A formal review of this Risk Assessment policy takes place every year.