



Cothill House Policy Documents

ISSR 16a Risk Assessments

NMS for Boarding: 6.1, 10.1, 14.1

Date: November 2018

Next review: summer 2019

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 and National Minimum Standards.

Objectives

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That risk assessments are recorded and reviewed when appropriate.

Guidance

Individuals running trips will be responsible for the implementation of this policy, in conjunction with the Headmaster, Heads of Dept and the Trust Bursary (where applicable). This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, Staff should refer to the Domestic Bursar. A number of teaching area risk assessments are also in place (see below). All Staff will receive guidance on risk assessment as required. Risk assessment training can be provided in specific areas identified by the Headmaster, SMT, Domestic Bursar and the Trust.

Advice for completing a Risk assessment is included below.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

A hazard is something with the potential to cause harm

A risk is an evaluation of the probability (or likelihood) of the hazard occurring

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. Staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

Why have Risk Assessments?

Risk assessments are a legal requirement. By focusing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

What Areas Require Risk Assessments?

There are numerous activities, visits and trips carried out at Cothill House, each of which requires a risk assessment.

Educational

Risk assessments are in place to cover science, design and technology, woodwork, sport, art & pottery.

On the domestic side, risk assessments are also in place to cover aspects of catering and cleaning, caretaking, maintenance and the grounds.

Risk Assessments, Templates and further guidance for Staff are on the Intranet: find the '*Events & Trips*' button. More details can be found on the Supervision Policy.

Help with Completing Risk Assessments

Definitions

Hazard *An activity where there is potential for harm to be caused.*

Risk *The likelihood of harm being realised.*

Procedure

1.

Identify an activity, process or operation where there is potential for injury or damage.

Identify who is at risk.

Consider whether it is essential for the activity to continue. i.e. without the hazard, there is no risk.

2.

Identify the precise risks involved in the activity: crossing roads, water, crowds, etc

3.

Estimate the level of risk level without the benefit of any control measures.

Risk = likelihood x severity

<i>Likelihood</i>	<i>1 = Most Unlikely</i>	<i>Severity</i>	<i>1 = Trivial</i>
	<i>2 = Unlikely</i>		<i>2 = Slight</i>
	<i>3 = Possible</i>		<i>3 = Quite serious</i>
	<i>4 = more than possible</i>		<i>4 = Serious</i>
	<i>5 = Likely</i>		<i>5 = Major</i>

4.

High risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by: guarding, increased Staffing ratios, safety procedures/working practices, specialist training, mechanical assistance, contracting out etc.

5.

Re-assess the risk level considering the effect of the control measures.

Risk Assessments are intended to achieve a safe environment with safe systems of work that will protect everyone involved.

Consult the Supervision Policy for further advice & instruction on taking trips out of School.

Notes

Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.

Where there is potential for the person's health to be affected health surveillance may be required. This should be recorded.

A procedure should be developed for the necessary action to take in the event of an emergency.

All 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 changes in good practice
- when there are legislative changes
- annually if for no other reason

Pastoral

The focus of our pastoral policy is to ensure that every boy leaves Cothill as a happy, confident and articulate young man, with a good idea of how to keep himself safe in all situations. Aspects of the curriculum, PSHE programme and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and the sensible precautions that should be taken. Science lessons encourage boys to consider the potential hazards of the chemicals, gas, electricity and flammable materials that they encounter in the laboratories.

Medical and First Aid

The First Aid, Health & Hygiene Policy outlines how the Matrons and School Nurse administer first aid and all other treatments and procedures. The accident forms are maintained in their office for which the Matron and School Nurse are responsible. Parents complete a medical form before their son enrolls and this highlights any allergies, etc the boy may have. This information is appraised by the Matron and disseminated to the catering department, teaching Staff and other relevant individuals.

Child Protection

Our Safeguarding policy and training for all Staff form the core of our child protection 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 are not allowed to work in the UK. By ensuring that everyone in our community receives regular child protection training, we manage risk to an acceptable level.

Support Areas

In catering, cleaning, caretaking, maintenance and grounds, risk assessments are made and training and equipment provided.

Emphasis is given to minimising risk in all areas, including slips and trips, manual handling, working at heights, asbestos, the presence of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Training is required for certain items of equipment.

Access by Pupils

Risk assessments ensures that our boys do not have unsupervised access to potentially dangerous areas, such as the science laboratory, woodwork room etc. Boys are only permitted access when accompanied by a member of Staff. Boys do not have access to the grounds, maintenance, catering and caretaking working areas in the School.