



Ackworth School

Risk Assessment Policy

This policy has been reviewed by the Compliance and Policy Sub-Committee and approved by the School Committee

1. INTRODUCTION

The Directors, Trustees, staff, and pupils of Ackworth School (the School) are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. The highest priority lies in ensuring that all the operations within the school environment, both educational, pastoral and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life, but it would not be in the interests of the balanced development of students to be over protective by restricting and limiting their lives because of this. Instead, we need to identify the risks and adopt systems for minimising them. Our pupils need to be educated about how to cope safely with risk.

Staff must be vigilant at all times and risk assessments will be carried out to identify activities and situations where there is a probability of danger, in order that prompt and appropriate action can be taken to keep all safe. This policy sets out clear guidelines to ensure that in all situations, risk is carefully assessed and monitored.

2. THE RISK ASSESSMENT

- a. 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 (e.g. fire)
 - A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended)
 - 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, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance)
- b. Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement under the Management of Health and Safety at Work Regulations, risk assessments make good sense, focusing on



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prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

- c. The purpose of a risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from the School's activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.
- d. Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of local team protocols and procedures that are often already in place. The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.
- e. Risk assessments can assist in the identification of requirements for, and levels of, instruction, training and supervision that may be required for the activity.

3. SCOPE

The guidance in this document is applicable to all those with responsibility for developing/ implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the obligations contained in the Schedule to the Education (Independent School Standards Regulations (ISSRs) 2014.

4. OBJECTIVES

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare and the welfare of our staff
- To establish efficient and effective procedures for assessing risk and for keeping students and staff safe from danger and free from harm
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be a significant risk including school trips
- That identified control measures are implemented to control risk so far as is reasonably practicable
- That those affected by school activities have received suitable information on what to do
- To ensure that parents are made fully aware of the nature of any activities that have been planned for their children's participation during off site visits



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- To ensure that appropriately trained members of staff are always present to lead and supervise visits, excursions, school residential holidays and all other activities
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate
 - To identify those in school responsible for conducting risk assessment and monitoring its implementation.

5. RESPONSIBILITIES

The Head and members of the School Committee have responsibility for the overarching risk management policy of the School. However, when appropriate these responsibilities may be delegated and the following posts therefore are deemed to have responsibilities as set out below:

Employees

- Assisting with and participating in the process of risk assessment.

Heads of Department (or equivalent line managers) are responsible for:

- Undertaking risk assessments, identifying and implementing control measures
- Effectively communicating the outcomes to employees and others as appropriate
- Making suitable representation to the Senior Management Team (SMT) if risk assessments identify an outstanding need which cannot be resourced within existing departmental resources

SMT are responsible for:

- Creating and overseeing a Risk Assessment Committee, comprising the Bursar, the Facilities and Health and Safety Manager, and one other member of the Health and Safety Committee. The Risk Assessment Committee are responsible for:
 - Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others, as appropriate
 - Ensuring that those who are tasked with completing risk assessments within Departments are suitably trained to do so
 - Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures. Where suitable these are likely to be in the form of Standard Operating Procedures (SOP)



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- Allocating resources in response to risk assessments completed within Departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable
- Providing Training on risk assessment procedures on request by managers
- Setting up frameworks for decision-making and corporate strategies, which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors

6. MONITORING AND REVIEW

The risk assessment and control process is not a one off activity but part of the process of continual improvement and should be reviewed and revised as appropriate. Risk assessments must be reviewed:

- When there are changes to the activity
- When there are changes to the type of people involved in the activity
- If there is reason to suspect that it is no longer valid
- After a near miss or accident
- When there are changes in good practice
- When there are legislative changes
- At least annually if for no other reason there is a yearly plan for review of each risk

7. CARRYING OUT A RISK ASSESSMENT

- a. All staff receive guidance on general risk assessment as part of their induction. This will be refreshed on an annual basis or more frequently if required. Where specialist skills are required e.g. asbestos, fire hazardous substances etc., there is separate guidance in place (see below).
- b. The HR Manager maintains the training records to evidence staff training on carrying out risk assessments.
- c. A template risk assessment form is included as Appendix 2 to this policy.
- d. A template risk assessment for school visits is included as Appendix 3 to this policy.
- e. In addition, a risk assessment form for personnel is attached at Appendix 4.
- f. Risk Assessments take into account:



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- Hazard - something with the potential to cause harm
 - Risk - an evaluation of the likelihood of the hazard causing harm
 - Risk rating - assessment of severity of the outcome of an event
 - Control measures - physical measures and procedures put in place to mitigate the risk
- g. The risk assessment process will consist of the following 5 steps:
- Identify the hazard in other words assess what could go wrong
 - Decide who might be harmed and how?
 - Determine the risks and decide on precautions (Control Measures)
Consider how serious things might be if something goes wrong
 - Consider the likelihood of the hazard occurring
 - Review and amend your assessment if things change
- h. The risk assessment is calculated by rating each risk following the 3 x 3 risk matrix (Appendix 1) as set out in the risk policy. This requires the score for the likelihood to be multiplied by the score for the severity. Once each risk has been scored giving a total of either 1, 2, 3, 4, 6 or 9 the Assessor then needs to work out the average rating for both the Probability and the Severity.

To do this, add the total of all the risk scores together then divide by the number of risks identified. For example;

If 3 risks have been identified as part of the overall activity operation. The probability for the risks is as follows: Risk 1, severity 2, probability 2, risk 2 has a probability of 3 and a severity of 3 and finally risk 3 has a probability of 1 and severity of 1. Adding together the probability scores of 2,3 and 1, gives us a total of 6 then divide by 3 to give an average rating of 2. If the average works out to a decimal always round it up to the nearest risk number. Place the total in the relevant low, medium or high box.

Using the severity numbers calculate the average severity risk as above. Once you have the average score for severity and the average score for probability, this will determine the overall risk rating and guide when the assessment needs reviewing

8. WHAT ACTIVITIES NEED A RISK ASSESSMENT?

- a. A list of the “library” of risk assessments covering activities is found attached as Appendix 5.



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- b. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning. Topic specific risk assessments are required by associated legislation for: fire, manual handling, computer use, substances hazardous to health, noise, young persons, new and expectant mothers, provision and use of work equipment, asbestos, lead, radiation and pesticides.

9. RECORD KEEPING

- a. Risk assessments and associated documents must be kept for a minimum period of 6 years from the date, which they are superseded. However, it should be noted that certain risk assessments, which relate to the use of substances might need to be kept for 40 years in order to trace exposure to substances, which are known to have ill health effects.
- b. Risk assessments are retained in the area most relevant to the risk e.g. the Deputy Heads will retain classroom risk assessments; facilities risk assessments by the Bursar etc. A full list of all risk assessments and the location of the filing of these is attached as Appendix 5 to this policy.

Appendix 1	Risk Matrix
Appendix 2	Risk Assessment Template
Appendix 3	School trips risk assessment template
Appendix 4	DBS Risk Assessment Checklist
Appendix 5	List of Risk Assessments and location



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Appendix 1

		Severity		
		Critical: 3	Moderate: 2	Marginal: 1
Probability	Probable: 3	High - 9	High - 6	Medium - 3
	Occasional: 2	High - 6	Medium - 4	Low - 2
	Improbable: 1	Medium - 3	Low - 2	Low - 1



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Appendix 2



Task		Version	
Site/ Location		Date	

Risk Assessment Team			
Name	Position	Name	Position

Hazard	Who might be harmed and how	Controls	Further action to reduce risk	Prob. (A)	Severity (B)	Score (A x B)



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Looking at the scores given for the probability and severity, determine which score is most appropriate to rate the overall risk of performing this activity and place the score in the box's below.

Risk rating for task assuming the identified controls measure are implemented. To calculate the overall risk rating calculate the Probability X Severity.

PROBABILITY - How likely is it to cause injury?	Score	SEVERITY - What is the worst case reasonably foreseeable injury?	Score
Low 1 - 2		Low 1 - 2	
Medium 3 - 4		Medium 3 - 4	
High 6 - 9		High 6 - 9	

			Overall Risk Rating	Review Date
Low	1 - 2	24 Monthly Review		
Medium	3 - 4	12 month review		
High	6 - 9	3 Month Review		

Actions Accepted and approved by:
 Name:
 Position:
 Signature:

		Severity		
		Critical: 3	Moderate: 2	Marginal: 1
Probability	Probable: 3	High - 9	High - 6	Medium - 3
	Occasional: 2	High - 6	Medium - 4	Low - 2
	Improbable: 1	Medium - 3	Low - 2	Low - 1



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Appendix 3

ACKWORTH SCHOOL

OFF-SITE VISITS CHECK LIST

Section A – for ALL OUT OF SCHOOL VISITS

Member(s) of staff responsible for the visit (Please PRINT):

Department: Day and date of visit:

Purpose of visit/Nature of activity:

Venue(s) to be visited:

Transport Required? / Booked by:.....YES/NO

Tickets/Entry Payment Required? / Booked by:.....YES/NO

Packed Lunches / Teas Required? / Ordered by:.....YES/NO

Time of departure from School: am/pm

Estimated time of return to School am/pm

I confirm the event is in the School Calendar YES/NO

I confirm that approval has been received from the Head/Deputy Head (Pastoral) for the visit if it is **not** in Calendar YES/NO/NA

I confirm that a RISK ASSESSMENT evaluation for this visit has been completed and will be taken on the visit..... YES/NO

I confirm that MEDICAL INFORMATION has been obtained for all members of the party.....YES/NO

I confirm that relevant EMERGENCY and REPORTING PROCEDURES are known to all staff/adults accompanying the party YES/NO

School Visits Mobile Number 1 2 3 4 requested from Laura Lunn

School First Aid Kit Number 1 2 3 4 requested from Laura Lunn

Pupils to be charged? YES* / NO

If YES* who will be submitting charging to Finance Office

To which Departmental Budget should costs/charging to debited and credited?.....



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Adults on this visit

.....

.....

.....

.....

Section D – TO BE COMPLETED FOR ALL VISITS by Deputy Head (Pastoral)

Substantive approval is granted for this visit to take place.....

Deputy Head (Pastoral)Date.....

POST TRIP EVALUATION:



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Appendix 4

DBS Risk Assessment Checklist Starting Work Prior to DBS Certificate Being Seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the school.

Name of Person:

Role:

Interview Date:

Proposed Start Date:

DBS Check application date:

[The person must not start without an application being made]

Is the person in 'Regulated' Activity? Yes / No

Reason for starting without seeing a new DBS Check

- Continuity of the school's provision to pupils
- Other (please state):

Known Information

Have all the following checks been satisfactorily completed?

- Identity check (photographic) [Essential]
- Verification of current address [Essential]
- Barred list check (if legally appropriate) [Essential]
- Prohibition check (for teachers) [Essential]
- Overseas checks (where relevant)
- Right to Work in the UK [Essential]
- Confirmation of qualifications [Essential]
- Two references [Essential]

Any other information (please state):

.....



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Previous DBS Certificate

If the person has a previous DBS, on what date was it issued?

.....

When was the person's last day at work in their previous school or college?

.....

If the person's proposed start date and their last day at their previous school or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most schools will instigate a new one. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk.

Decision

- High Risk – Person should not be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.
- Medium Risk – Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised* at all times and should not undertake 1:1 work, personal care activities or residential visits. (* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).
- Low Risk – Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

Authorisation

Headteacher/DSL (Print Name):

Headteacher (Signature):

Bursar (Print Name):

Bursar (Signature):

HR Manager (Print Name):

HR Manager (Signature):



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Appendix 5

Example of schedule of risk assessments with review dates and stored locations

	Area	No.	Where Held	Last Review	Next Review	Policy or legislation
Education						
Classroom General	Coram House					
Classroom General	Senior School					
Classroom Risky Activity	DT					CLEAPPS Advisory Service
	Food & Nutrition					
	Physics					CLEAPPS Advisory Service
	Chemistry					CLEAPPS Advisory Service
	Gymnasium					
	Sports Hall					
	Fitness Suite					
	Anti-Bullying *					
Nursery						
Autism Resource						
Boarding	Accommodation: BSH GSH					
Activities/ Curriculum	Forest School: Session Plan for Bow Saw					
	Damming the River Went					
	Session Plan for den making –construction					
	Fire Lighting					



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	Area	No.	Where Held	Last Review	Next Review	Policy or legislation
	Free Play Session					
	Plan for knife use – whittling					
	Session Plan for Loppers					
	Session Plan for Scavenger Hunting					
	Session Plan for Went walking					
	Education					
	Drama					
	Duke of Edinburgh					
	Art					
	Music					
	Squash					
Trips - Regular	Park run					
Trips irregular	Overseas trips					
	UK trips residential		Deputy Head			
	UK trips non residential		Deputy Head			
Others	Pupil Access to Risky Areas *					
Pastoral	Pupil safeguarding					
	Health & Safety *					
	Support Area					
	Asbestos *					
	Bed Making					
	Blow Lamp					
	Builders Work Outdoor Builders Work Internal					



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	Area	No.	Where Held	Last Review	Next Review	Policy or legislation
	Caretaking duties *					See Wardens & Houseman Duties
	Carpentry on site Carpentry in Workshop					
	Catering – Food handling / allergies					
	Catering Equipment					
	Chemical use * Cleaning chemicals control					COSHH
Support Area						
	Cold / Hot work permit					
	Confined Spaces					Confined Spaces regulations 1997
	Contractors on site					
	Diesel/Petrol Storage & Transport					
	Diesel Spillage					
	Disabled Access					
	Display Screen Equipment *					
	Door Furniture					
	Drains & Cleaning					
	Driving					
	Drowning/Pond (Swimming Pool)					
	Drowning/Pond (Sports Centre)					
	Drowning/River Went					
	Electrical equipment - Large					



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	Area	No.	Where Held	Last Review	Next Review	Policy or legislation
	Electrical equipment Portable					
	Electrical - internal					
	Electrical - external					
	Fire including fire safety and procedures *					RRO Fire Safety Order (2005)
	First Aid *					
	Floor maintenance machinery					
	Fothergill Theatre					
	Gas Work					
	Glazing					
	Grinding					
	Hand tools					
	Support Area					
	Hard Floor Maintenance					
	Hedge Trimmers					
	Internal corridors					
	Ladders					
	Lamp Changing					
	Laundry Machinery – Garment finisher Spin Dryer–Hydro Extractor Washing Machines Rotary Ironer Gas Dryers					
	Lawn Mowers					
	Lifting Equipment					
	Manual handling *: Laundry Baskets & Containers – Moving Heavy Furniture					



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	Area	No.	Where Held	Last Review	Next Review	Policy or legislation
	Moving Manual Handing					
	Legionella					
	Lone Working					
	Lighting					
	Machine Tools					
	Maternity/Pregnancy					
	Meeting House					
	New Installation					
	Minibus					
	Mobile Platforms					
	Ornamental Pond					See also Drowning Pond
	Pest Control					
	Plant Room Boiler rooms					
	Support Area					
	Plaster Work					
	Plumbing					
	Pressure Washer					
	Radon					
	River Went					
	Roads and paths Clearance					
	Scaffold Use (mobile) Scaffold Tower					
	Site Security					
	Slippery Surface					
	Spreading of Rock Salt					



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	Area	No.	Where Held	Last Review	Next Review	Policy or legislation
	Storage Areas/Security of Equipment Storage of Paper Products Storage of Heavy Containers					
	Suspended Ceilings					
	Swimming Pool *					
	Swimming Pool cleaning					
	Tractor					
	Trees					
	Triple Mower (Ride on)					
	Use of Portable Equipment					
	Vehicles around School including traffic management					
	Visitors					
	Wardens & Houseman Duties *					Previously known as Caretaking Duties
	Waste Disposal Refuse Skip Locations					
	Weed killing/Spraying					
	Welding					
	Window Furniture					
	Winter Weather/snow & ice *					
	Work related stress *					
	Support Area					



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	Area	No.	Where Held	Last Review	Next Review	Policy or legislation
	Working at Height * - Cleaning & putting up curtains					Fire Policy
	Working with others					

* Mandatory

Reference: **Coram House Risk Assessments**

THIS DOCUMENT, WITH REVIEW DATES AND NEXT REVIEW DATES COLUMNS COMPLETED, IS STORED IN THE RISK ASSESSMENT FILE HELD IN THE BURSAR'S OFFICE