Health and Safety Risk Assessment Policy

1.0 Scope

This policy is a 'whole-school' policy and relates to both the senior school and the junior school (including the Early Years Foundation Stage).

It outlines Bootham School's risk management strategy and policy for undertaking risk assessments for activities under our control. It takes into account the requirements of the Independent Schools Standards (ISSRs), the National Minimum Standards for boarding schools (NMS) and the statutory framework for the Early Years Foundations Stage (EYFS framework).

In accordance with its obligations under the Health and Safety at Work Act 1974 and with Part 3 of the ISSRs, the School has a duty to ensure the health, safety and welfare of employees and the health and safety of students and others affected by the School's operations, so far as is reasonably practicable.

The School will do so by taking a sensible, proportionate and holistic approach to management of health and safety issues in accordance with the School's obligations and its health and safety policies.

2.0 Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the welfare of children and adults (see Appendix 2).
- To meet the ISI requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, including school trips.
- To ensure that identified control measures are implemented to control risk so far as is reasonably practicable.
- To ensure that those affected by school activities have received suitable information and instruction on what to do.
- To ensure that the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

3.0 Responsibilities

- The Head and Governors are responsible for the overarching risk management policy of the school. The policy will be formally reviewed on an annual basis.

- Heads of Departments are responsible for carrying out risk assessments for their departments (see Appendix 1).

- Other staff with specific responsibilities for activities, tasks, facilities or infrastructure are required to carry out relevant risk assessments.

- The Deputy Head / Bursar / Head of Department will be responsible for the maintenance of risk assessment records and the implementation of the risk assessment policy.

- Heads of Department and other nominated people will be responsible for checking risk assessments after their completion.

- The School's external Health and Safety Advisor from PiB Risk Management Services is able to offer advice to anyone carrying out risk assessments if required. His contact details are circulated to all staff.

- External experts are contracted to undertake specialist risk assessments when required by the Head of Department responsible. This covers areas such as asbestos, legionella, fire safety, gas safety etc.

4.0 Carrying out risk assessments

- Risk assessments are required to be undertaken before any activity or task with significant potential risk is carried out for the first time.

- Risk assessments are carried out before new buildings are brought into use for the first time and before buildings or areas of buildings are brought back into use following major refurbishments or changes to the building.

- Risk assessments should be carried out for all external trips and licenses should be verified where external activity suppliers are to be used.

- Risk assessments should be completed using the template document filed on the Health and Safety portal.

- Completed departmental risk assessments should be filed in the departmental section within the Health and Safety portal.

5.0 Training

- All staff required to undertake risk assessments will be given relevant training by a competent person.

- All relevant staff are given guidance on risk assessment as part of their induction.

- Refresher training is arranged periodically and at least once every 3 years.

6.0 Risk assessment format

- Staff are issued with risk assessment templates that are based on current Health and Safety Executive recommendations. Template documents are filed within the Health and Safety portal.

- The school adopts the CLEAPSS Advisory Service model risk assessments for Science and Design & Technology.

- Risk assessments will take into account:

    - hazard – something with the potential to cause harm

    - risk – an evaluation of the likelihood of the hazard causing harm

    - control measures – physical measures and procedures put in place to mitigate the risk

- The risk assessment process will consist of the following six steps:

    - what could go wrong?

    - How likely is it to go wrong? Who might be harmed?

    - how serious would it be if it did?

    - what are you going to do to stop it?

    - how are you going to check that your plans are working?

7.0 Review of risk assessments

- Risk assessments will be reviewed:

    (a) when there are changes to the activity

    (b) after a significant near miss or accident

    (c) when there are changes to the type of people involved in the activity

    (d) when there are changes in good practice

    (e) when there are legislative changes

    (f) annually if for no other reason following guidance issued every December

Appendix 1: Areas requiring risk assessment (non-exhaustive)

Educational

- Student wellbeing
- Science experiments and other significant activities within Chemistry, Biology and Physics
- Design & Technology
- Sport and PE activity
- Duke of Edinburgh award
- Art
- Adventure activities
- Music
- Drama & dance
- General classroom
- School visits and trips

Support

- Catering and cleaning
- Caretaking and security
- General school maintenance
- Grounds maintenance
- Boarding accommodation
- Traffic management
- Office safety
- Site visitors
- Fire & emergencies

Appendix 2: Student Welfare

Concerns about student welfare

Where a significant concern about a student's welfare is identified, the risks to that student's welfare will be assessed, appropriate action will be taken to reduce the risks identified, and this will be recorded, monitored and reviewed as necessary.

Information will be shared, as appropriate, with other staff, parents and external agencies in order to safeguard and promote the welfare of a particular student or of students generally.

Any serious welfare concerns regarding a student must be raised as soon as reasonably practicable with the Designated Safeguarding Lead and Deputy Head who will work with the relevant staff to resolve the matter.

A copy of any welfare risk assessment will be retained in the safeguarding records for the student concerned and a copy passed to the Deputy Head for monitoring purposes.

Safeguarding and Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including *Keeping children safe in education*, *Working together to safeguard children*, and Part 3 of the ISSRs, the School has systems in place to identify students who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the Police, health services and other services, where necessary.

Full details are set out in the Safeguarding and child protection policy and procedures.

Other policies for the welfare and wellbeing of students include:

Anti-bullying

The School has a written Anti-bullying policy which covers the School's approach to the management of bullying and cyber bullying.

Behaviour

The School has a written Behaviour policy which sets out how it promotes good behaviour amongst students and the sanctions to be adopted in the event of student misbehaviour.

Equality

The School has a written Equality policy which contains information about the School's performance of its duties under the Equality Act 2010 and the reasonable adjustments made for students with educational needs/disabilities, support systems for students and liaison between parents and other agencies.

Medical

The School has a series of written policies, including a First Aid policy, Health education policy and Medicines policy, which set out its approach to promoting the health of students at the school and meeting their medical needs.

Supervision
The School has a written Supervision policy and Educational Visits policy which contain details of how students are supervised while in the school's care, either on site or while on a school trip.

Recruitment of suitable staff
The School's Recruitment policy sets out the checks that the School undertakes to ensure that staff are suitable to undertake their designated roles.

Relevant statutory and non-statutory guidance

1. Commentary on the Regulatory Requirements, September 2016 (www.isi.net)
2. Health & Safety Executive, Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)
3. Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website
4. Health and Safety at Work" Section H of the ISBA Model Staff Handbook
5. "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
6. "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
7. Early Years Foundation Stage: Statutory Framework
8. Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)
9. Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (www.ncvo-vol.org.uk)
10. Home Office guidance on duties under the Counter Terrorism Act 2015 (www.gov.uk/government/publications/prevent-duty-guidance)
11. National Minimum Standards for Boarding Schools, April 2015