



## **RISK ASSESSMENT POLICY**

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide*

*St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.*

### **Statutory Regulations (Legal Framework):**

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc Act (1974)
- The Management of Health and Safety at Work Regulations (1999)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013)
- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2018) 'Keeping children safe in education'.

### **Policy Statement (Statement of intent)**

St Edmund's College & Prep School are committed to providing a safe and healthy working environment that inspires and supports academic achievement. This policy sets out the procedures the college will follow in order to identify and manage the health and safety of staff members, pupils and visitors who may be affected by the school's activities.

The purpose of a risk assessment is to enable the school to determine what measures should be taken to comply with the duties under the relevant statutory provisions.

This policy will be adhered to by all staff members and the board of governors at all times.

*The level of activity at the College is varied and the risks associated with all activities are minimised by thorough planning and a comprehensive risk assessment process.*

### **Responsibilities**

The Board of Governors is responsible for:

- The overall responsibility of risk management at St Edmund's College.
- Delegating strategic decisions for the operational management of risk, health and safety to the Headmaster.

The Headmaster is responsible for:

- Ensuring potential hazards are identified and risk assessments are carried out as appropriate.

- Ensuring that any individual tasked to carry out a risk assessment is suitably trained.
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Implementing frameworks for decision-making and corporate strategies which consider risk assessment principles.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the board of governors.
- Delegating the strategic operational management of risk, health and safety to the bursar and health and safety officer.

Staff members are responsible for:

- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- Undertaking their work in accordance with training and instructions.
- Cooperating with the college on health and safety matters.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures implemented.
- Reporting any risks or defects to the risk assessment author or health and safety officer to create a new, or update, risk assessments.
- Participating in risk management training delivered by St Edmund's College and Prep School.

## Risk Assessment

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, equipment or structures, particularly in the case to college staff and pupils that could result from a business activity or situation and to identify action needed to reduce the level of risk to a level as low as reasonably practicable.

- **A hazard** is anything with the potential to cause harm e.g. chemicals, electricity.
- **The risk** is the likelihood of that hazard to cause injury, death, or damage.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks.
- Risk control measures are the measures, actions, and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. substituting harmful chemicals, staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).
- Risk assessments are used to identify the potential hazards to people from the college's activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, boarding, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste) risks.
- Risk Assessments are recorded and reviewed annually or when required. The College Risk Assessment Form is used and model Risk Assessments from CLEAPPS are used by Science and Design & Technology.

**ACTIVITY**

- Trips and Visits
- Maintenance Activities
- Grounds Maintenance
- Cleaning & Room/Venue set ups
- Building Work Activities
- CCF
- Fire Risk Assessment
- Pregnancy Risk Assessment
- Individual Classrooms
- Swimming Pool & Butler Hall activities
- Playing Fields/Pitches/Courts
- Boarding
- Machinery/Equipment

**RISK ASSESSMENT RESPONSIBILITY**

- Trip leader (overseen by EVC)
- Head of Maintenance
- Head of Grounds
- Domestic Services Manager
- Bursar/Head of Maintenance
- MOD/SSI/CC
- Bursar/Fire Safety Officer/Head of Maintenance
- Head of Department/Line Manager/HR/ Health & Safety Officer
- Head of Department/Teacher
- Director of Sports
- Director of Sport/Estates Bursar/ Head of Grounds
- Head of Boarding
- Head of Department owning the equipment

This list is not exhaustive.

**St Edmunds College & Prep School – Risk Assessment**

Department(s):

Name of Assessor:

Activity/Location:

Date Assessment:

Review Date:

Serial	Activity / Location	Hazards Identified	Existing Controls	Is Risk Acceptable Yes/No	Additional Control Measures	Residual Risk Acceptable Yes/No
(a)	(b)	(c)	(d)	(e)	(f)	(h)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Risk Rating: **LOW** **MED** **HIGH**

	Name	Position / Role	Date	Signature
Existing & Addition Controls Agreed				
Additional Controls Implemented				

Staff Signatures					
<b>5 Step Guide to Risk Assessment</b> Step1: Identify the hazards Step2: Decide who might be harmed and how Step3: Evaluate the risks and decide on precautions Step4: Record your findings and implement them Step5: Review your assessment and update if necessary	Name	Position / Role	Date	Signature	

## Training

All Staff receive training in Risk Assessment as part of Induction into the College and records are kept by the HR Department. Specialist training in Risk Assessment is given to staff whose work requires it e.g. Science, D&T, P.E, Maintenance, Grounds Maintenance etc. Refresher training takes place to update staff on Risk Assessment.

Owner of policy:	Assistant Head Community Life		
Reviewed by:	Assistant Head Community Life	Health & Safety Officer	
Frequency of review:	Annually		
Policy last reviewed:	Lent	2021	
Next review date:	Lent	2022	
Sub-Committee reviewed at:	Finance Sub-Committee		

