



HOLMEWOOD HOUSE SCHOOL

'Kindness, aspiration & self-belief'

Risk Assessment Policy

Policy Holder	Bursar
Date Approved	November 2023
Governor Approval	Full Board
Date for next review	November 2024

Introduction

Holmeewood House School is committed to promoting the health, safety and welfare of its staff, pupils, visitors, contractors and anyone else that may be affected by its undertakings. Priority is given to ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies with legislation, guidance and best practice. Risk assessments are used to identify significant hazards and introduce control measures to eliminate risks or reduce them to an acceptable level.

Overview

This statutory policy has been reviewed in accordance with the statutory guidance from ISSR 11 and 16, which states that:

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| <p>11. The standard in this paragraph is met if the proprietor ensures that relevant H&S laws are complied with by the drawing up and effective implementation of a written H&S policy.</p> <p>16. The standard in this paragraph is met if the proprietor ensures that –</p> <ul style="list-style-type: none">(a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and(b) appropriate action is taken to reduce risks at are identified. |
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The policy should be read in conjunction with the Health and Safety Policy; the Risk Assessment Schedule and Educational Trips and Visits Policy.

Risk assessment training is provided at induction and for specific roles as appropriate and as identified by the Estates Manager and Bursar and by the Educational Visits Coordinator for trips/activities.

It is the responsibility of Heads of Department and Departmental Line Managers to ensure that suitable and sufficient risk assessments are in place for their area/department/activity.

TYPES OF RISK ASSESSMENT

Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted as appropriate, to consider particular individuals and specific issues relating to the environment, location, or activity taking place.

Specific Assessments may be produced using a standard template but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task, for example, a one-off trip, individual classroom activity, external events, or external lettings. They should bear the assessor's name and date of assessment.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place.

Near Miss Reports should be completed where required and will influence future risk assessments or policy decisions if amendments or improvements are needed. Incident reports are located on the H&S Sharepoint.

RISK ASSESSMENT PROCESS

The school will follow the Health & Safety Executive's (HSE) 5 step approach to Risk Assessments:

Step 1 – Identify the hazards.

Step 2 – Identify who might be harmed.

Step 3 – Evaluate the risks and decide on precautions.

Step 4 – Record and implement findings.

Step 5 – Review assessment and update if necessary.

Risk assessments are to be carried out by individual members of staff with specific responsibility for a particular event or activity, equipment or facility where there is potential for someone (staff, pupil, visitor) to be harmed.

Harm may arise for several reasons including:

- poor condition of equipment or facilities;
- introduction of new equipment;
- failure to comply with operating processes;
- lack of training or changes to personnel, buildings or equipment.

The Estates Manager is responsible for maintaining the risk assessment records and for instigating appropriate training where it is needed. The risk assessment templates enable the user to identify risk and how it is being mitigated, indicate specific plans for dealing with certain issues and identify who is responsible for carrying out the necessary steps.

Template risk assessments forms, together with details on how to complete them are available for use by all staff and can be found on the school Sharepoint. Holmewood House School subscribes to the CLEAPS Advisory Service that provides model risk assessments for lessons in Science and DT and specific risk assessments for these areas are held by the respective head of department.

Risk assessments are completed by the responsible person and saved on SharePoint. This is administered by the Estates Manager who sends out annual reminders to review and update if required.

Details of equipment inspection schedules are held in the health & Safety Supporting Document located on Sharepoint.

REVIEW

Risk assessments are reviewed annually. Risk assessments will also be reviewed:

- When there are changes to the activity
- After a near miss or accident or safety complaints
- In line with ill-health trends
- When there are changes to the type of people/personnel involved in the activity
- When there are changes in good practice
- When there are legislative changes

As part of the measures for the control of **contractors' on-site risk assessments** and, where applicable, method statements will be obtained and in place before the contracted task is undertaken. It is the responsibility of the Maintenance Manager or Bursar instigating and overseeing the contracted works to obtain these and ensure the contractor adheres to them.

External clubs and users of the school facilities are also asked to confirm they have their own suitable risk assessments and public liability insurance. In turn and on request, any risk assessments relating to the environment they are using will be shared. It is the responsibility of the Lettings Manager to obtain these and ensure the latter adheres to them.

Educational trips and visits risk assessments, including for residential trips, are managed by the Educational Visits Coordinator. Detailed risk assessments are undertaken prior to the visit taking place in accordance with the Holmewood House Educational Trips and Visits Policy.

RESPONSIBILITIES OF STAFF

All members of staff are given an induction into the school's arrangements for risk assessments and Health and Safety. Regular updates are provided to all staff during Inset as well as termly reminders via email communications. Specialist training is given to those whose work requires it along with support from the Estates Manager. However, staff are responsible for taking reasonable care of their own safety, and that of anyone else who may be affected by what they do or do not do. Additionally, all members of staff are responsible for reporting any risks or defects to the Estates Department for repair or to their HOD. The H&S Committee meet regularly to review and action matters arising via the risk assessment process. All staff are responsible for cooperating with the Head and Bursar and other members of the Senior Leadership Team in order to enable the Governors to comply with their Health and Safety duties.

COMMUNICATION

Heads of Department and Line Managers are to ensure that the persons at risk are provided with comprehensive and relevant information on the identified risks and the preventive and protective control measures. Everyone should understand what they must do and why. Where necessary, job safety instructions, standard operating procedures, are issued to employees and appropriate and training provided.

SPECIALIST RISK ASSESSMENT

In addition to staff competent in specialist areas, the school employs the services of a Health and Safety consultant and Fire Safety consultant to carry out reviews our current practice and procedures and where necessary other specialists to assist in the management of risk. Annual Fire Safety training is also provided to all staff by our Fire Safety consultant.

SPECIFIC AREAS OF RISK

The following areas have been identified as presenting known areas of risk the School. The head of department in each area is responsible for ensuing health and safety in each area including the preparation and review of

appropriate risk assessments.

Area of Responsibility	Persons responsible
Accident reporting and investigation	School Nurse / Bursar
Asbestos management	Estates Manager
Biology	Head of Science
Boiler houses and lift plant rooms	Estates Manager
Catering department - kitchens and dining rooms	Catering manager
Chemistry	Head of Science
Design technology	Head of DT
Domestic / cleaning department	Estates Manager
Educational trips and visits	Assistant Head Co-Curriculum and Logistics
Employment DBS	HR Manager
Field events in sports and athletics	Head of Sport
Fire management	Estates Manager
First Aid	School Nurse
Grounds equipment sheds	Estates Manager
Hazardous waste management including COSHH	
Lone working	
Maintenance workshops	
Minibus/transport management	
Occupational Health, including new and expectant mothers	HR Manager
Outdoor education – climbing wall	Head of Sport
Outdoor education – Forest School	
Physics	Head of Science
Pitch areas including goals, AstroTurf	Estates Manager
Playgrounds	
Pond area	Grounds Manager
Pottery workroom / kiln	Head of Art
Premises including onsite traffic management	Estates Manager
School events and concerts– e.g. Speech Day, Carol Services	
Science Department	Head of Science
Sewage Pump house	Estates Manager
Sports equipment (general)	Director Sport
Sports facilities	Estates Manager
Stage productions including lighting and design	Head of Drama
Theatre	Theatre Manager
Visitors (including contractors) risk assessments	Bursar

Risk Assessment Records

The following Risk Assessments Records are held on the school Sharepoint and overseen by the Estates Manager and the Bursar. Each record is reviewed at least annually and revised in line with statutory changes as appropriate.

Mandatory Risk Assessments

1. Asbestos

These records are held with the Maintenance Manager

2. COSHH

These records are held with the relevant Head of Section

3. Fire (FRAs and Fire Safety)

These records are held with the Maintenance Manager

4. Swimming Pool

These records are held with the Swimming Pool Manager

5. Working at height

These records are held with the Estates Manager

6. Electrical (FWT reports)

These records are held with the Maintenance Manager

7. Legionella - water risk assessments and testing schedule

These records are held with the Maintenance Manager

8. Gas safety certificates

These records are held with the Maintenance Manager

Recommended Risk Assessments

1. Contractors

These records are held with the Maintenance Manager

2. Display Screen Equipment Assessment (DSE)

These records are held with the Estates Manager

3. Equipment / Power Tools

These records are held with the relevant department - see H&S Supporting Document

4. External Play Areas and Equipment

These records are held with the Estates Manager

5. Site Security

These records are held with the Estates Manager

6. Traffic Management Policy

These records are held with the Estates Manager

7. Event Risk Assessments

These records are held with the Estates Manager

November 2023