



## **EAGLE HOUSE SCHOOL RISK ASSESSMENT POLICY**

### **RISK ASSESSMENT POLICY**

#### **Purpose of THE POLICY**

The school recognises that procedures must be put in place to assess all risks to pupils, staff and others affected by the school's business to protect their health and safety.

A risk assessment has three purposes:

1. To identify all things and activities which may cause harm to employees and others (the hazards).
2. To consider the chance of that harm actually befalling anyone in the circumstances identified and the possible consequences which could arise from it (the risks).
3. To enable there to be plans for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control (i.e. a Safe System of Work).

#### **Writing a risk assessment - Definitions**

**POSSIBLE HAZARD** - "Means you need to identify the things that could cause harm, including ill health and injury; damage to property, plant, or the environment".

**TO WHOM** – "Means that you need to identify the people who may be harmed by that hazard."

**LEVEL OF RISK** - "Means the likelihood that a specified undesired event will occur due to the realisation of a hazard. This will depend on:

- The hazard presented by the substance or activity;
- How it is used or done;
- How it is controlled;
- Who is exposed, how much, for how long, etc.;
- What they are doing;
- What guards, precautions, etc, already exist.

Poor control can create a substantial risk even with low hazard. However, with proper precautions most risks of being harmed can be adequately controlled.

The level of risk can be calculated by using the following measures:

<b>Likelihood</b>	<b>Definition</b>	<b>Description</b>
<b>1</b>	<b>Unlikely</b>	<b>Risk is unlikely to occur</b>
<b>2</b>	<b>Likely</b>	<b>Risk is likely to occur</b>
<b>3</b>	<b>Certainty</b>	<b>Risk is expected to occur</b>

Severity	Definition	Description
1	Negligible	The impact of the risk will cause little harm
2	Moderate	The impact of the risk will some harm
3	Critical	The impact of the risk will cause severe harm

Create a risk rating by multiplying the scores for LIKELIHOOD and SEVERITY (e.g. Likelihood 'unlikely' x severity 'critical' i.e.  $1 \times 3 = 3$ ). Such a risk rating enables the most serious hazards to be considered first (i.e. those with the highest numbers and hence the highest priority)

Outcome 1-3 Low risk

Outcome 3-6 Medium risk

Outcome 6-9 High risk

**STRATEGIES TO REDUCE RISK** – “Means that you need to list what has been done to reduce the risk assessment score to LOW.

**OUTCOME** – “Means the risk rating after the strategies to reduce risk have been considered. In most circumstances this would now be LOW. Activities that are still considered HIGH risk would not be undertaken without further safeguarding strategies being applied.

### General Guidance

Risk assessments should be on file for all activities and facilities deemed appropriate and necessary. Generally the Eagle House School risk assessment form should be used however in certain circumstances other proforma layouts are acceptable.

The risk assessments are overseen and checked by the Headmaster. The following individuals are responsible for ensuring that up to date risk assessments are maintained for:

1. Fire - the Bursar.
2. Legionella - the Bursar.
3. All rooms, corridors and exits - the Bursar
4. Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) - the Sodexo Catering & Domestic Manager.
5. Grounds maintenance (including use of pesticides and COSHH) - the Head Groundsman.
6. Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Bursar & Maintenance Technician.
7. Asbestos Register - the Bursar.
8. Delayed DBS certificate for a new member of staff - Bursar

The following individuals are responsible for ensuring that up to date risk assessments are maintained for teaching in the following areas:

1. Science (including COSHH and flammable materials) - Head of Science
2. PE & Games (including swimming) – Director of Sport
3. Extra-Curricular activities and Golden Eagle - Deputy Head (Strategy & Performance)
4. Art (including COSHH and flammable materials) - Head of Art.
5. Design Technology including COSHH and flammable materials) - Head of DT.
6. All visits and trips – Deputy Head (Pastoral)

For one off trips and activities a risk assessment must be completed by the member of staff in charge at least **48 hours before** and submitted to the Deputy Head (Pastoral) to be signed off by the Headmaster.

Hazards and risks should be identified, documented and controlled in conformity with existing legal requirements.

The important point is to ensure that the hazards associated with ALL areas of school life and activities have been assessed and are adequately controlled.

Using the Eagle House School 'General Risk Assessment' forms helps to ensure that risks can be addressed and where necessary safe systems created.

The level of detail in a risk assessment should be proportionate to the risk. Many of the minor hazards identified will need little detail. However the assessment of significant hazards, e.g. posed by machinery, will need to be much more detailed.

The School must assess not only the risks that pupils, staff or others are exposed to, but also any person affected by the business of the school. It also includes contractors such as the caterers; visitors, e.g. parents; people who use parts of the building e.g. a swimming club; and members of the public. The School must assess both the risks that occur on a daily basis, and those that happen only occasionally.

### **Review of Risk Assessments**

Risk Assessments are not a once-and-for-all activity; they should be 'living documents' that should be reviewed annually or reviewed and amended if necessary:

- After an accident, incident or significant near miss
- After any significant changes have been made, e.g. change of staff
- At least annually