

Earlscliffe (Sussex Summer Schools Ltd)

RISK ASSESSMENT POLICY

The college ("school") is committed to promoting the safety and welfare of all members of the school community. Our priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

What is a risk assessment

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.

A risk is an evaluation of the probability (or likelihood) of the hazard occurring.

A risk assessment is the resulting assessment of the severity of the outcome (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Safeguarding issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost-effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by the School Manager after assessments have been done by subject staff.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

Asbestos Control

Educational Visits and Trips

Fire safety

Health and Safety

Water safety

Risk assessments are also needed for many other areas, including:

Educational

Science

Sport and PE

Extra-curricular activities

Art and Design

The school makes use of model or generic risk assessments for educational activities and visits

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The school has written procedures for Health Care and First Aid. The accident forms are maintained by the School Nurse, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Bursar and the relevant senior member(s) of staff.

Safeguarding

Our *Safeguarding Policies* and training for all staff form the core of our Safeguarding risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to visitors and adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

Catering and Cleaning

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

Caretaking and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training

and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Gardens

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Administrative Staff

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

The school uses principally the model recommended by the HSE in its publication, *Five Steps to Risk Assessment*.

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example, sailing, skiing and hiking; but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions. We always employ specialists to high-risk tasks. Support staff may carry out medium rated activities only if they have been specially trained and work in pairs. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We will always employ specialists to carry out high risk tasks at the school. The School Manager arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

Review of Risk Assessments

All risk assessments are regularly reviewed. The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling. The school maintains a copy of completed risk assessments and these are available for reference by staff.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They

are responsible for cooperating with the SLT in order to enable the school to comply with its Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the School Manager.

Accident Reporting

It is the responsibility of the Bursar to record and report to the HSE, in accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the SHSO, with a view to assessing whether any measures need to be taken to prevent recurrence.

Other potential risks to the school:

- a) Financial procedures and controls
- b) Major risks to the school, including:
- c) Strategic risks
- d) Loss of fee income
- e) Damage to reputation
- f) Failure to teach the correct syllabus
- g) Safeguarding issues
- h) Gaps in Governor skills
- i) Conflicts of interest
- j) Employment disputes
- k) Major Health and Safety issues
- l) Possible data loss
- m) Risks of fire, flood and land slip
- n) Poor cashflow management
- o) Fraud
- p) Loss through inappropriate investments
- q) Other areas of potential risk

The measures taken to protect the school against such risks, including:

- safe recruitment of staff
- measures to ensure the selection, training and appraisal of appropriately qualified staff
- insurance
- strong financial controls that are regularly reviewed
- use of professional advice from lawyers, accountants, architects, etc as needed
- formal review of compliance with the school's charitable objectives