

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Risk Assessments
Policy Lead (Appointment (& Initials))	Operations Director
Date of Last Review	January 2020
Date of Next Review	January 2023

RISK ASSESSMENTS

The Governors are committed to promoting the safety and welfare of all members of the FSM community. The priority lies in ensuring that all operations within FSM, both educational and support, are delivered in a safe manner that complies fully, not just within the law, but with good 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 life skill* for our pupils to be educated to cope safely with risk.

Overview Responsibility. The Bursar and Heads of Faculty will be responsible for the implementation of this policy and that risk assessments are reviewed and updated regularly.

POLICY OBJECTIVES

- To make clear the purpose of risk assessments and why they are needed, what areas need special attention and how FSM staff can conduct them in a straightforward and logical way.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by FSM activities have received suitable information on what to do.
- That risk assessments are recorded and reviewed when appropriate.

GUIDANCE

This guidance applies to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate (ISI), National Minimum Standards (NMS) and Early Years Foundations Stage (EYFS) standards.

This guidance is applicable to general risk assessment. Where specialist skills are required (asbestos, fire, water quality and hazardous substances), there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

Staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar and Heads of Faculty.

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.

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 (Child Protection 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, using hazard warning tape for a trip hazard).

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out at FSM, each of which requires its own separate risk assessment. FSM employs model or generic risk assessments for educational activities and visits. Areas in which risk assessments are of particular importance are:

- Asbestos control.
- Early Years Foundation Stage (EYFS) activities.
- Educational Visits, trips and outings.
- Fire safety.
- Health and Safety.
- Swimming Pool safety.
- Water quality safety (Legionella testing in particular).

Risk assessments are also needed for other areas including:

- Educational.
- Sport and PE.
- Art and DT.
- Music (including the minimising the risk of hearing loss).

- Science (FSM refers to the CLEAPSS¹ - an advisory On-Line service for risk assessments in science activities).

PASTORAL

The focus of FSM's pastoral care is to ensure that each pupil becomes confident and articulate, capable of keeping themselves safe whether at home or outside the home. Beyond this, FSM's approach to education is directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and electronic worlds, and of sensible precautions that should be taken.

FIRST AID

The Surgery is manned by an on duty Matron during the day and an on-call system operates at night. Over one third of the FSM staff are professionally qualified in First Aid; these qualifications are formally kept up to date. In addition, a number of the Lower School staff hold Paediatric First Aid skills. Matrons are responsible for ensuring accident forms are completed; the forms are retained by the Bursary.

CHILD PROTECTION

FSM's Child Protection Policies and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedure 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 ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

SUPPORT AREAS

Risk Assessment for FSM's support areas embrace:

- Catering and Cleaning. Risk assessments and training cover all significant risks, 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.
- Facilities. Formal risk assessments and training cover all the significant risks including, manual handling, slips and trips, working at height, lone working and control of contractors on site, electricity, gas, water quality, swimming pool maintenance 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.
- 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

¹ CLEAPSS: Consortium of Local Education Authorities for the Provision of Science Services.

In shaping risk assessments, FSM uses principally the model recommended by the HSE in its publication, Five Steps to Risk Assessment; see **Annex A** to this Policy. Risk assessments can be estimated by using a simple calculation; see **Annex B**.

FSM's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Any medium risk activities are overseen by specialist/qualified instructors. Pupils will always receive a safety briefing before participating and wear protective equipment and follow instructions. Support staff may carry out activities only if they have been specially trained. All members of staff and 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

FSM always employ specialists to carry out high risk tasks at the school. The Bursar makes arrangements for specialists to carry out risk assessments on the following:

- Asbestos.
- Legionella.
- Electricity.

REVIEW OF RISK ASSESSMENTS

All risk assessments are regularly reviewed. The EYFS Statutory Framework requires a an annual review and update of their risk assessments. It also specifically requires FSM to have risk assessments in place covering indoor and outdoor spaces, furniture, equipment and toys and to keep a log of these checks.

FSM arrangements for the management of Health and Safety describe the measures for regular Health and Safety audits, together with provisions for auditing the catering and cleaning functions and for water quality sampling.

The Bursar maintains a copy of risk assessments and these are always available.

Risk assessments will be reviewed:

- When there are changes to the activity.
- After a near miss or accident.
- When there are changes to the type of people involved in the activity.
- Any significant changes to hazards, such as new equipment or work activities.
- When there are changes in good practice.
- When there are legislative changes.
- Annually if for no other reason.

ACCIDENT REPORTING

The Bursar is responsible for recording and reporting to the Health & Safety Executive (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, and visitor contractor. All notifiable accidents and near misses

are reviewed by the FSM Health & safety Committee, with a view to assessing whether any measures need to be taken to prevent a reoccurrence.

AUDIT COMPLIANCE STATEMENTS

The FSM governors carry out regular reviews of FSM in its role as a charity, its activities and the systems in use. This is for planning for the future and assessing major risks to which the Charity is exposed. The governors are satisfied that systems are in place to mitigate exposure to the following major risks:

<ul style="list-style-type: none"> • Strategic Risks • Financial procedures and controls • Loss of fee Income • Poor Cash flow Management • Fraud • Loss through Poor Investments • Conflicts of Interest • Gaps in Governor Skills 	<ul style="list-style-type: none"> • Employment Disputes • Possible Data Loss • Damage to Reputation • Failure to teach the correct syllabus • Child Protection Issues • Historical Abuse Issues • Major Health & Safety Issues • Risks of Fire, Flood and Land slip
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OTHER AREAS OF POTENTIAL RISK

<ul style="list-style-type: none"> • Safe recruitment of staff, governors and volunteers • Measures to ensure the selection, training and appraisal of appropriately qualified staff and governors • Insurance Issues 	<ul style="list-style-type: none"> • Strong financial controls that are reviewed at least termly • Use of professional advice from lawyers, accountants, architects et al as needed • Formal review of compliance with FSM's charitable objectives
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FIVE STEPS TO RISK ASSESSMENT: THE PRACTICAL APPLICATION

Step 1 Identify the Hazards	What could go wrong?
Step 2 Decide who might be harmed and how	Who might be harmed?
Step 3 Evaluate the risks and decide on precautions	How likely is it to go wrong? How serious would it be if it did?
Step 4 Record findings and implement them	What are you going to do to stop it?
Step 5 Review the Risk Assessment and update if necessary	How are you going to check that your plans are working?

See Annex A for a worked example of the above Five Steps process.

CONDUCTING A RISK ASSESSMENT

Nature of Hazard

Date of Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done (Date)
WORKED EXAMPLE						
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages.</i>	<ul style="list-style-type: none"> <i>General good housekeeping conducted t.</i> <i>All areas well lit, including stairs.</i> <i>No trailing leads or cables.</i> <i>Staff keep work areas clear (no boxes in walkways, deliveries stored immediately).</i> 	<ul style="list-style-type: none"> <i>Better (and faster) housekeeping in staff kitchen needed on spills.</i> <i>Arrange for loose tile on kitchen floor to be repaired/replaced.</i> 	<i>All staff, supervisor to monitor</i> <i>Manager</i>	<ul style="list-style-type: none"> <i>From now on</i> <i>xx/xx/xx</i> 	<ul style="list-style-type: none"> <i>xx/xx/xx</i> <i>xx/xx/xx</i>

Risk Assessment conducted by

RISK ASSESSMENT CALCULATIONS

<u>Probable Frequency Estimate</u>	<u>Severity Estimate</u>
1 = Improbable Occurrence	1= Trivial Injury
2 = Possible Occurrence	2 = Minor Injury
3 = Occasional Occurrence	3 = Major Injury to One Person
4 = Frequent Occurrence	4 = Major Injuries to Several People
5 = Regular Occurrence	5 = Death to One Person
6 = Common Occurrence	6 = Multiple Deaths
<ul style="list-style-type: none">• Risk Assessments can be calculated from a combine of <i>Frequency</i> with <i>Severity</i>.• Hence, an <i>Occasional Occurrence</i> with <i>Minor Injuries</i> will calculate a risk assessment score of 3 x 2 = 6.• No activity at FSM with a Risk Assessment of 9 or greater is to proceed. Other processes or procedures are immediately to be introduced that result in a lower risk assessment score.	