



*Papplewick, Ascot*

## Risk Assessment Policy

### **Introduction:**

Risk Assessment is a key part of the Health & Safety strategy at Papplewick, and is critical to the fulfilment of the School's Health & Safety policies.

### **Definition:**

Risk Assessment can be defined as the identification and control of potentially significant hazards.

### **Procedures:**

The risk assessment process enables those involved at the School to weigh up whether precautions are adequate, or if more should be done to prevent potential harm or injury. Some risk assessments are carried out on an 'ad hoc' basis as and when required by new circumstances, facilities, activities or situations where careful thought needs to be given to the risks involved. This applies in particular to overseas trips or trips where an overnight stay is required. In these cases, the School uses tailored and more detailed risk assessments and the HR and H&S Manager will assist in their preparation.

There is in addition to the above an annual **Risk Assessment Exercise**, which is carried out by the whole school as follows:

Each physical area and activity in the School is categorised, and members of staff are required to complete risk assessment forms on each of the areas/activities for which they have responsibility. The annual **Risk Assessment Exercise** will normally be carried out during the Michaelmas Term, in order to allow reporting to the Board of Governors of any significant issues during the same or next term. The Bursar and the HR and H&S Manager will assess and prioritise work on any significant risks identified which need to be actioned during the school holidays, or at a subsequent time. Certain lower risk areas such as classrooms, offices and cleaning cupboards have generic risk assessment forms which give guidance on what type of risk to look for. For all other areas and activities, a standard risk assessment form is used and completed electronically on an individual basis.

The School's H&S Adviser will assist with the **Risk Assessment Exercise**. Support will vary from providing high-level technical support to reviewing or even preparing individual risk assessments for higher risk areas or activities where expert advice is required.

The Papplewick Risk Assessment Forms are completed as follows:

- **Significant Hazards:**

Identify the hazards and describe how they may cause significant risk to people or property if not controlled.

- **Risk Level:**

Refer to the Risk Assessment Scoring System and enter the level of risk as Low, Medium or High. To determine this level, two factors have to be considered.

The first is the severity or impact the risk would have if it occurred, i.e. if the hazard were to result in injury, what would be the expected severity of that injury. The severity grading is rated in a simple grading system of 1 to 5.

The second factor is the likelihood of this happening. Putting them both together will determine the likely level of risk (e.g. if one is extremely high and the other is extremely low, then you are probably looking at a medium risk).

- **Control Measures in Place:**

This column should contain details of any control measures currently in place.

- **Additional Control Measures:**

This column identifies the control measures which are recommended to be put in place to reduce or remove a specific risk. The HR and H&S Manager will transfer any significant items in this column to the Risk Assessment Action Plan section of the form and ensure that the relevant controls are put into place and signed off.

Completed electronic forms should be initialled and dated and then returned to the HR and H&S Manager, who will then review these forms for any significant risks that have been identified. The Bursar and the HR and H&S Manager will prioritise and cost all recommended control measures and subsequently schedule significant risks on the 'Critical Activity or Project List'. All items on this list will be actioned during term time or the school holidays, or kept under review on an ongoing basis.

**Critical Activity or Project List:**

The information summarised on the 'Critical Activity or Projects List' comprises:

- Risk Area or Activity
- Level of Priority / Risk (Low, Medium or High)
- Project (Additional Control Measures Required) or Mitigating Action
- Timing of Project
- Cost of Project
- Individuals Responsible

The 'Critical Activity or Project List', and progress thereon, will be reviewed at the termly Health & Safety Committee meetings.

### **Health & Safety Committee:**

This committee is chaired by the Bursar and normally meets once a term. One of the School's Governors is a member of the Health & Safety Committee. As part of the agenda for this meeting the 'Critical Activity or Project List', produced following a review of the results from the latest **Risk Assessment Exercise** and updated as necessary, will be tabled and all items thereon discussed. The minutes of all Health & Safety Committee meetings are sent to the Headmaster, and any issues arising are reported to the F&GP Committee or to all the Governors by the Bursar as necessary.

The School's HR and H&S Manager is a member of the committee. She works with the Bursar, making recommendations on the School's Health & Safety policies and framework and assisting with risk assessments for high risk areas. This work is done with the help and advice of the School's H&S Adviser. He is responsible for obtaining, interpreting and disseminating relevant Health & Safety information to the School via the HR and H&S Manager. He also produces and updates regularly a Health & Safety Action Plan, which sets out open health and safety issues and how and by when those issues will be dealt with. This document is kept by the HR and H&S Manager. The School's H&S Adviser is also responsible for preparing and updating annually the School's Fire Risk Assessments.

### **Review and Management Procedure:**

All forms produced from each **Risk Assessment Exercise** are held in electronic format and are retained by the HR and H&S Manager. The management process is as follows:

#### **Bursar, HR and H&S Manager and Headmaster:**

The Bursar and HR and Health & Safety Manager will review forms from the **Risk Assessment Exercise** and incorporate the more significant risks into the overall 'Critical Activity or Project List'. This list is updated on a termly basis before each Health & Safety Committee Meeting. In consultation with the Bursar, the Headmaster will ensure that the School's **Risk Assessment Policy** is followed. Advice from the School's H&S Adviser will be sought as necessary.

#### **Governing Body:**

The Governors, who retain legal responsibility for risk management at the School, discharge their responsibility by receiving periodic reports from the Bursar (to whom various responsibilities have been delegated) and through discussions at the F&GP Committee meetings where Health & Safety issues can be discussed in greater detail. The Bursar reports annually on various Health & Safety matters to the full meeting of Governors at their Michaelmas Term meeting. A designated Governor (who is a full member of the Health and Safety Committee) when possible attends all termly Health & Safety Committee meetings in order to confirm that the processes and systems in place are being followed. Finally, the Health & Safety Governor reports annually to the Governors on the School's compliance with ISSR 5 (Standard of Premises and Accommodation) having completed with the help of the Bursar and the HR and H&S Manager the relevant checklist. Through this process, the Health & Safety Governor obtains a more detailed understanding of the H&S processes and systems that are in place at the School, and of their effectiveness.