

## Risk Assessment Policy

The Governors of Bedford Modern School are fully committed to promoting the safety and welfare of all in our community. They want to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but also with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated how to cope safely with risk. This policy complements and should be read in conjunction with the School's Health and Safety Policy and other activity and department specific policies and procedures.

### 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 (e.g. fire).
- A *risk* is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A *risk rating* is the resulting assessment of the severity of the outcome (e.g. 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 (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases, simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly (usually annually). At Bedford Modern School we are very aware that all staff and pupils need to receive training. Copies of current risk assessments are held by the Estates Office. The Educational Visits Coordinator holds copies of risk assessments for visits. The Deputy Bursar maintains records of staff training.

### What Areas Require Risk Assessments?

There are numerous activities carried out in Bedford Modern School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Asbestos control
- Working at height
- Legionella
- Fitness suite safety
- Swimming Pool safety
- Information and Communication Technology

- Use of School vehicles

Further details are contained in the Health and Safety Policy and/or separate activity policies.

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

### **Educational**

- Science experiments
- Design and Technology
- Each Sport and Physical Education activity including Rowing and Swimming
- Duke of Edinburgh award activities
- CCF
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama and dance (including the theatre back stage, stage, props room and lighting box)

At Bedford Modern School we make use of model or generic risk assessments for many of our educational activities and visits. Further guidance is given in the School Health and Safety Policy.

For residential educational visits, the School's Educational Visits Coordinator (EVC) scrutinizes and advises on risk assessments and controls for each trip given its specific circumstances. Each trip risk assessment is signed off by the EVC and Director of Operations as a pre-event approval check. Further details are contained in the School Trips Policy.

We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and Design and Technology. Further details are contained within the Health and Safety Policy and individual departmental safety policies and handbooks.

The School employs an external Health and Safety Advisor/Consultant, who provides support to the School through reviews of practices and risk assessments and provision of guidance and advice on an as required basis. All Heads of Department and key staff receive induction and refresher training in risk assessments tailored to their specific areas.

The BMS Deputy Bursar undertakes a rolling review of departmental risk assessments as well as focused assessment if there has been an accident or incident, if there have been changes in relevant legislation or if there have been changes in the nature of the activity or the experience of people undertaking supervision.

Each Head of Department carries out a termly Safety Inspection to review the risks, controls and residual risks against the departmental risk assessment of activities and provides that written return to the Deputy Bursar that nothing has changed or that something requires an action.

### **Pastoral**

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the

home and in all situations. Our PSHEE 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 digital worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

### **Medical and First Aid**

The School Nurses have risk assessments for first aid and all other treatments and procedures. The accident forms are maintained by the School Nurses and the Senior Nurse is responsible for ensuring that accident reports are passed to the Director of Operations and statistics and trends subsequently reviewed termly by the School's Health and Safety Committee. The School's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency.

The Director of Operations is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013.

### **Unsupervised Access by Pupils**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

### **Child Protection**

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK and comply with the prevailing legislation in this area – currently 'Working together to Safeguard Children', July 2018, a guide to inter-agency working and 'Keeping children safe in education', statutory guidance for Schools and Colleges, September 2018. By extending this regime to Governors, volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

### **Support Areas**

- **Catering:** although the catering service is outsourced BMS still carry out risk assessments and ensure that training is undertaken with Contractor staff for every item of catering equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices. All catering staff are food hygiene trained and certificated.
- **Cleaning:** the School's cleaning team receive training relevant to risks associated with the School cleaning activities, such as COSHH, manual handling and slips and trips.
- **Caretaking and Security:** risk assessments cover every department in the entire school.

Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- Maintenance: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and COSHH.
- Induction and refresher training covers fire safety, accident reporting, electricity, manual handling, driving, risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Office 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**

At Bedford Modern School we use the model recommended by the HSE in its publication "Five Steps to Risk Assessment":

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record significant findings
- Review the assessment and update if necessary

A template general risk assessment form is included at Appendix 1.

Our policy at Bedford Modern School is to try to avoid carrying out high risk activities with pupils. Activities involving pupils are normally low risk but we undertake a few medium risk activities such as rugby, rowing, skiing and orienteering; but only using specialist/qualified instructors and/or coaches.

Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards or cycle helmets, and to follow instructions.

We will always employ specialists to manage higher risk tasks e.g. gutter clearance, roof work etc. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

### **Specialist Risk Assessments**

The Estates and Facilities Manager arranges for specialists to carry out the following risk assessments and servicing:

- Fire safety
- Asbestos
- Legionella
- Gas safety

- Electrical safety
- Lift Assessments
- Ladder Safety

## **Reviews**

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for pool and drinking water sampling.

## **Responsibilities of all Staff**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, the Director of Operations and other members of the Senior Leadership Team in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Deputy Bursar.

## **Annual Health and Safety Statement to the Governing Body**

The School's Health and Safety Committee minutes are considered in detail at the Finance and Estates Committee meeting of Governors and noted at the School Committee. Bedford Modern School Committee makes an annual statement to the Harpur Trust Governing Body that Health and Safety is actively managed safely and that there are no significant risks to report.

## **Risk Register Statements**

In addition, an annual School risk management assessment is presented by the Head and the Director of Operations to the Governors to approve as Trustees of the Charity at the same time that they review the audited accounts. This report analyses wider risks including the financial procedures and controls and the major risks to the school, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire or flood
- Poor cash flow management
- Fraud
- Loss through inappropriate investments

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

- Safer recruitment of staff, Governors and volunteers

- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects, etc as needed

The Trustees are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:

*"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".*

**Richard Pooley**  
**Director of Operations**

**February 2019**  
**Review Date February 2020**

Bedford Modern School – General Risk Assessment Template

<b>Completed by</b>		Work area or activity being assessed. Describe what goes on there / what is involved:	
<b>Assessment date</b>			
<b>Review date</b>			

<b>STEP 1 – HAZARD CHECKLIST</b>					
1. Asbestos		10. Food hygiene		19. Violence at work	
2. Compressed gases / pressure systems		11. Hazardous substances (CoSHH)		20. Welfare (hot / cold / wet)	
3. Confined spaces		12. Lone working		21. Working at height	
4. Contact with moving vehicles		13. Manual handling		<b>How else can people get hurt? (specify below)</b>	
5. Dangerous machinery / equipment		14. Noise exposure			
6. Display screen equipment (DSE)		15. Occupational driving			
7. Electricity		16. Repetitive strain injury			
8. Falling objects		17. Slips and trips			
9. Fire and explosion (including the storage of flammable materials)		18. Stress			

**STEP 2 – Now assess the risks from the hazards identified on the previous page by completing the form below.**

<b>What could cause harm?</b> <b>(taken from Step 1)</b>	<b>Who might be harmed and how?</b> <b>(students, staff, visitors, contractors)</b>	<b>Control measures</b> <b>What is already done to stop people getting hurt?</b>	<b>Residual risk*</b> <b>High / Medium / Low</b> <b>(See Table 1 for guidance)</b>	<b>Can further actions be taken to reduce the level of risk?</b> <b>Yes / No</b> <b>If Yes, give details in the action plan</b>

**STEP 3 – ACTION PLAN (Give details of actions to be taken that will reduce risks to health and safety)**

Describe as fully as possible the action to be taken	Who is responsible for ensuring the action is carried out?	Date by which action is to be completed	Confirmation that required action has been completed (Signature of person responsible for ensuring action completed and date)

**Table 1 - Classification of risk**

**Risk analysis / priority of action matrix**

Severity	Likelihood				
	1 Very Unlikely (Freak event – no known history)	2 Unlikely (Unlikely sequence of events)	3 Possible (Foreseeable under unusual circumstances)	4 Likely (Easily foreseeable- odd incident may have occurred)	5 Very Likely (Common occurrence – aware of incidents)
<b>1 Negligible</b> (No visible injury – no First Aid required)	Low	Low	Low	Low	Medium
<b>2 Slight</b> (Minor cuts, bruises – no long term effects)	Low	Low	Low	Medium	Medium
<b>3 Moderate</b> (Heavy bruising, deep flesh wound. Lost time accident)	Low	Low	Medium	Medium	High
<b>4 Severe</b> (Lost time accidents and major injuries)	Medium	Medium	Medium	High	High
<b>5 Very Severe</b> (Long term disability or death)	Medium	Medium	High	High	High

The risk assessment should be reviewed if it might no longer be valid, e.g. following an accident/incident or near miss, or if there are any significant changes to the hazards, such as new equipment, activities or changes to the environment.