



## **RISK ASSESSMENT POLICY**

This policy was written in accordance with Department of Education non-statutory advice “Health and Safety: responsibilities and duties for schools” (2018). This policy should also be read in conjunction with Health and Safety Policy Organisation and Arrangements.

### **WHAT IS A RISK ASSESSMENT?**

The welfare of pupils at the School is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; appropriate action is taken to reduce the risks.

Risk Assessments will take into account:

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the likelihood of the hazard causing harm.
- A risk assessment is the resulting assessment of the severity of the outcome of an event.
- Control measures are physical measures and procedures put in place to mitigate the risk.

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

### **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in Leicester High School for Girls, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

Separate School policies cover each of the three areas mentioned above. However, risk assessments are also needed for many other areas, including:

#### Educational

- Science experiments – see Science Dept Health and Safety Handbook
- Food Studies



- Each sport and PE activity
- Duke of Edinburgh Award
- Art
- Music
- Drama and Dance Studio

At Leicester High School for Girls we make use of model risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service which provides model risk assessments for our lessons in Science. We provide training courses for both teachers and technicians who work in Science. All members of the Health and Safety committee receive online training in risk assessments, any other staff receive training as required and tailored to their specific areas.

### Pastoral

The focus of our Pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping herself safe on the streets, in the home and in all situations. Our PSHCE programmes, assemblies and Computing lessons are directed towards promoting an increasing understanding as the pupil develops, of the risks which exist in both the real and the electronic worlds, and on sensible precautions which should be taken. Our Science and Food Studies 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 Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the School Nurse's Office and the School Nurse is responsible for ensuring that accident reports are reported to the Health and Safety Committee.

### Child Safeguarding and Protection

Our Child Safeguarding policies and training for all staff form the core of our child safeguarding risk management. The School's 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. By extending this regime to Governors and volunteers and by ensuring that everyone in our community receives regular child safeguarding training, we manage this risk to an acceptable level. Training forms part of the induction programme for all new staff; the last whole school safeguarding training was September 2022. Regular updates are also given at the monthly staff meetings.

### Support Areas

- Catering and Cleaning: risk assessments and training are required for catering and cleaning 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.
- Premises and Security: risk assessments cover the site and security. 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 height, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.



- Maintenance: risk assessments and training are required for tools and items 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 and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds: risk assessments and training is required for tools and 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 and teaching staff: risk assessments are required for the display screen equipment and cables used by those staff who spend at least one continuous hour of their working day in front of a screen.

#### Access by Pupils

Risk assessments of all areas of the School reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, Food Studies room, Drama Studio and the Art Studio. Pupils should only be allowed access when a member of staff is present. Pupils do not have access to the Grounds, Maintenance, Catering and Premises working areas in the School.

#### Specialist Risk Assessments and High Risk Activities

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

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels – Work to be conducted by outside contractors only
- Work with lead – work to be conducted by outside contractors only.

Portable electrical appliances are also tested on a rolling programme by a qualified person.

The School has separate specific related policies covering the following areas:-

- Fire Risk Assessment Policy
- Educational Trips and Visits Policy
- First Aid Policy

#### **REVIEW OF RISK ASSESSMENTS**

All risk assessments are reviewed biennially, and more regularly if there is an incident. Risk assessments are discussed at each Health & Safety Committee and updated if necessary. They are also reviewed at departmental meetings and reported back to the Bursar.



Risk assessments are also reviewed (and recorded) and insurers notified appropriately, when major structural work is planned, or in the event of an accident. The School's arrangements for the management of health and safety should 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.

At Leicester High School for Girls, we maintain a "library" of risk assessments located in the Bursar's office for staff to refer to and adapt for their own use. External trips' and visits' risk assessments are logged with the Deputy Head (Senior School) and the Head of the Junior Department.

## **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 and these are normally provided on termly INSET days. 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 Bursar and other members of the Leadership Team in order to enable the Governors to comply with their health and safety responsibilities. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar. A staff representative sits on the Health and Safety Committee to whom all staff can pass concerns and items for attention.

## **ACCIDENT REPORTING**

The School Nurse is responsible for reporting and recording any notifiable accident which 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). All notifiable accidents and near misses are reviewed by the School's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

## **AUDIT COMPLIANCE STATEMENTS**

An annual compliance risk assessment is presented jointly by the Headmaster and the Bursar to the Governors to approve. This report analyses:

- The financial procedures and controls
- 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, flood and land slip
  - Poor cash flow management
  - Fraud



- Loss through inappropriate investments
  - Areas of potential risk
  - Risks outside of our control
  - Pandemics including COVID 19
- The measures taken to protect the School against such risks, including:
- 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 that are regularly reviewed
  - Financial reserves policy
  - Use of professional advice from lawyers, accountants, architects, etc as needed
  - Formal review of compliance with the School's charitable objectives

Governors 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 Directors have assessed the major risks to which the Company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems are in place to manage its exposure to the major risks."*

Sponsor update	EM
School Committee review	Health & Safety September 2022
Leadership Team review	September 2022
Governor Committee review	Finance & Estates September 2022
Next update	Annual September 2023