

Date: August 2024  
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Responsibility: DR

# Bishop Challoner School



## Written Risk Assessment Policy



## **Bishop Challoner School** **WRITTEN RISK ASSESSMENT POLICY**

This policy also applies to the Early Years Foundation Stage (EYFS).

Relevant Acts:           Health and Safety at Work Act 1974  
                                  Health and Safety at Work Regs 1992  
                                  Control of Substances Hazardous to Health (COSHH) Regs 1992  
                                  The Reporting of Injuries, Diseases and Dangerous Occurrences  
                                  Regs (RIDDOR) 1995

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Coronavirus – Return to Work Risk Assessment
- Eating Disorder Policy
- Educational Visits Policy
- Emergency Actions Policy
- Fire Risk Policy
- First Aid Policy
- Health and Safety Policy
- Safer Recruitment and Selection policy
- Supervision Policy
- Visiting Speaker Policy
- Critical Incident Plan

### Introduction

The aim of the Bishop Challoner School Health and Safety policy is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The school believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

It is recognised that the arrangements outlined in this policy and the various other safety provisions made by the Trustees cannot prevent accidents or ensure safe and healthy working conditions, but the adoption of safe methods of work and good practice by all individuals can ensure everyone's personal health and safety. The school will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on the individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

Risk Assessments are an essential process in the identification of potential hazards, examining the effectiveness of the controls that are in place to reduce the likelihood of a hazardous event occurring and to minimise the harm should a hazardous event occur, and identifying further control measures which may be required.

## **COVID-19 RISK ASSESSMENT**

The school has put in place a comprehensive “Coronavirus-Return to Work” Risk Assessment which is updated regularly.

Following the Government Guidance for living with Covid, the school’s Covid control measures are concentrated on hygiene (with regular handwashing through the continued provision of hand sanitiser units at every entrance and external sinks), appropriate cleaning regimes (including the provision of cleaning materials in every classroom) and ventilation.

The school will continue to follow Government Guidance at all times. Should the school be instructed by the Local Authority to reintroduce restrictions, the school has a contingency plan to revert to a previous version of the “Coronavirus-Return to Work” Risk Assessment, restoring additional control measures including:

- social distancing measures such as the use of bubbles, minimising contact between groups, whilst enabling an extensive curriculum to be delivered (some minimal mixing into wider groups is allowed to enable delivery of services such as wraparound care, but bubbles are kept apart as much as possible and cross bubble contact is recorded); Nursery to Year 9 classes to remain in one classroom for the majority of time; forward facing desks; an exclusion zone of 2m around teacher desks; staff maintaining a distance of 2m from colleagues as much as possible; essential visitors by appointment only
- regular handwashing and sanitising, particularly on arrival, before and after each break, and whenever changing location/moving rooms – additional external sinks have been installed and hand sanitiser units have been set up at all main entrances
- enhanced cleaning regimes including deep cleans before each new group returns, and daily cleans of high touch areas (and minibuses, between bubbles, if used)
- detailed procedures including staggered arrival times, holding areas, routes, staggered breaks, lunchtimes and departures

## **RISK ASSESSMENT CATEGORIES**

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. As per the Health and Safety Policy, this policy also applies to the Early Years Foundation Stage (EYFS).

Risk Assessments must be carried out in the following circumstances (please note that this list is not exhaustive, and additional risk assessments should be carried out wherever it is deemed that risks need to be recorded):

Premises – Risk Assessments will be carried out examining all locations within the school (including the grounds; e.g. car park risk assessment considers on-site vehicle movements)

Equipment and Processes – Risk assessments are required for any other work activity deemed to be hazardous (e.g. caretaker use of tools; use of minibus).

Contractors will also be required to provide risk assessments and method statements to ensure safe working practices.

#### Pupil Welfare –

Medical Needs of pupils are documented on the SIMS Management Information System. Hard copies are available in the office and staffroom. The kitchen holds a copy of dietary needs. Risk Assessments may be required for children with greater needs, which may refer to the Individual Health Care Plan, outlining responsibilities of specific staff. Where necessary, a written Personal Emergency Evacuation Plan (PEEP) may be required to ensure the safe evacuation of pupils with certain disabilities. Trip Risk Assessments must identify all medical needs and arrangements of the cohort on the trip.

Eating Disorders are covered by a separate policy. Staff should ensure that arrangements for affected students on offsite activities, particularly residential, are considered within the trip risk assessment.

Supervision - Risk assessments are required for school events outside of normal lessons. Risk assessments are also required for all clubs, regardless of whether they are within school hours. Additionally, site specific risk assessments must be carried out for regularly used off-site venues (e.g. offsite PE venues). Staff should refer to the separate Supervision policy for supervisory arrangements before, during (break times and lunchtimes) and after the school day.

School Trips - Day trip risk assessments will be carried out for all offsite trips. (Risk assessments are not required for all offsite P.E. lessons, but the offsite P.E. venue risk assessment must be updated if there are any changes. A generic risk assessment may also be used for local fixtures. However, any all day events or non-local fixtures must have a full trip risk assessment.) The risk assessment pack includes separate boxes for the hazards and controls, the checking of consents, medical information, staff information, pupil lists, requests for first aid kits and school mobile telephone alongside various checklists.

Any trip involving use of the Minibus must follow the Minibus policy and include the separate Minibus Risk Assessment as part of the trip pack.

There is a more comprehensive pack in place for residential and overseas visits covering additional items such as next of kin details, key contacts (e.g. travel company, insurer, British Embassy), pupil code of conduct, and checking of Passports and EHICs.

Safeguarding – Supervisory Risk Assessment - If an 'Enhanced DBS Disclosure' for an employee (including volunteers) is delayed, the candidate may begin work provided his or her suitability is checked against the Children's Barred List (List 99) and that the school's DBS application has been made in advance of his or her starting work. In such cases, the candidate will be risk assessed with regard to references and informed of the appropriate safeguards to be taken; safeguard interviews shall then be enforced and reviewed every 2 weeks until the DBS check has been approved. Such staff will be supervised and chaperoned by a DBS-cleared member of staff until the school DBS arrives

for the new recruit. All other recruitment checks must also have been completed before commencement of work.

Visiting Speakers' Log – Risk assessments may be required which must take into account any vetting requirements and research into the content of the presentation to prevent the airing of extremist views. Controls must include the presence of a member of staff who can intervene if the content becomes unacceptable.

Bullying – Please refer to the Anti-Bullying Policy and Bullying Log.

Lessons – Higher risk activities (e.g. Science and PE) provide risk assessments (e.g. PE risk assess each sport). Science utilise CLEAPPS approved risk assessments for experiments. Staff are aware of hazards and put in place control measures. These higher risk departments have their own Health and Safety Policies which all departmental staff sign each year.

### **Staff Welfare**

Medical Needs of staff are documented in the school office. A personal Risk Assessment is documented where reasonable adjustments are required. Where necessary, a written Personal Emergency Evacuation Plan (PEEP) may be required to ensure the safe evacuation of staff members with certain disabilities. Trip Risk Assessments must also identify staff medical needs on the provided form and be handed to the Head or Deputy if the information is confidential.

In certain circumstances, it may be necessary for the school to refer staff to Occupational Health to assist the continued working of a staff member. All reasonable adjustments will be accommodated by the school where possible.

If a staff member indicates Work Related Stress, a Stress Risk Assessment will be carried out by the school (usually by the Bursar) to try to identify any work-related stressors (Demands, Control, Relationships, Change, Role, Support) and any reasonable adjustments which could be made.

An annual Fire Risk Assessment is carried out by a competent assessor from an external body who holds an appropriate qualification from a recognised body (British Association of Fire Equipment (BAFE), Institute of Fire Prevention Officers (IFPO), Institute of Fire Safety Managers (IFSM), Institute of Fire Engineers (IFE) or Warrington Certification Ltd operating a Fire Risk Assessors Certification Scheme (FRACS)).

### **RISK ASSESSMENT PROCESSES**

Risk Assessments will take into account:

- Hazard – anything with the potential to cause harm
- Likelihood – the probability of a hazardous event causing harm
- Severity – the potential degree of seriousness of any hazardous event
- Risk – an evaluation of the likelihood of a hazardous event causing harm
- Control Measures – physical measures and procedures put into place to mitigate risk

The Risk Assessment process must consider:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did go wrong?
- What controls have been put in place to prevent the hazard?
- What further control measures are required?

Risk Assessments will be reviewed:

- When there are material changes to the activity
- After a near miss or accident
- When there are changes to the people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually if for no other reason

Risk Assessments should be dynamic and under constant review. If the member of staff responsible for an activity or work practice deems a risk to have become unacceptable, the activity must be stopped immediately, and if the activity is offsite, should return to school in a safe manner.

Risk Assessments will be overseen by the Bursar who may delegate their drafting to the member of staff responsible (e.g. regular room users, trip leaders). The Bursar will deliver periodic training to enable the completion of delegated tasks.

Trip Risk Assessments must be submitted to the Bursar for review at least 7 days before departure for day trips, and 1 month before departure for residential or overseas trips. Trip Risk Assessments will also be signed off by the Deputy Head who acts as Educational Visits Coordinator.

Copies of the assessments will be held by the Bursar together with all specific consent forms. The school operates a universal consent form for regular off-site activities and trips. Parents are notified regarding all trips to give them an opportunity to opt out of specific educational visits. Copies of the relevant pages of Trip Risk Assessments must be given to each attending member of staff before departure.

## **MONITORING AND EVALUATION**

Electronic copies of most non-trip Risk Assessments will be made available on the Peninsula Health and Safety Management System. The Peninsula system maintains a calendar of tasks to ensure that the implementation of reviews is diarised. It allows the monitoring of any outstanding risk assessments.

Any further control measures will be generated as tasks within the Peninsula system. Tasks are assigned to specific employees and diary reminders are e-mailed until the job is complete. For example, room risk assessments may generate maintenance tasks; however, the culture of Bishop Challoner School encourages immediate reporting of health and safety issues – for example on a maintenance request form – rather than waiting for the next risk assessment review. Again, the Peninsula system allows for the monitoring of any outstanding tasks.

## **RISK REGISTER**

The school also has in place a Risk Register which considers a broader range of risks to the future viability of the organisation. In addition to Health and Safety Risks, there are risk categories for legal issues, financial considerations, external factors, reputational risks and personnel. This enables the Trustees to maintain a live risk matrix to identify the greatest concerns and manage risk.

Reviewed by: David Rolls

Review Date: August 2024

Date of Next Review: August 2025