



Risk Assessment Policy

Policy number	BS038 / ISI 16a
Applies to	Whole School
Endorsed by	Director of Finance & Operations
Responsibility	Director of Finance & Operations
Date reviewed	April 2021
Next review	April 2023

General statement

It is Bedford School's policy to ensure that risk assessments are undertaken in accordance with legal requirements. Risk assessments, both formal and informal, are useful tools which help us to prevent accidents and cases of work-related ill-health, manage health and safety risks in school and keep the whole School community safe. Formal risk-assessments, both regular and those relating to individual situations or events, provide documentary evidence of this. For that reason, these documents should be frequently reviewed for relevance and completeness with input from staff who are involved in the work being assessed.

Over-riding the School's Risk Assessment Policy is that of the Harpur Trust, the legal governing body.

Legal position

The School is required to undertake risk assessments of its activities, the estates and equipment to ensure staff, pupil and the wider community welfare. These assessments are required by numerous pieces of legislation, including the Management of Health and Safety at Work Regulations 1999 (as amended), which set out the general risk assessment requirements. Notwithstanding the Schools legal obligations, it also desires to be mindful of, and implement, good business practices that go beyond the limit of legal compliance but make for a better and safer school.

What is a 'Risk Assessment'?

A Risk Assessment is, put simply, a means of systematically identifying hazards at work in order to decide what measures can be put in place to prevent harm. A risk assessment is a tool for the assessment of real estate, equipment, an event or a situation and may be by way of a visual inspection, a service test, a specific on site test or some other form of check or examination that, in itself, forms an assessment of the suitability to provide safe working conditions or a safe environment for all. Where an assessment suggests that there are unsafe working conditions or an unsafe environment, the School has an obligation to evaluate and as appropriate remove or mitigate those factors.

Responsibility

Whilst the ultimate responsibility for risk management overall, and therefore risk assessments, lies with the Harpur Trust, the day to day management of this has been delegated to the Head Master and Core Management Team of the School. However, all staff and others in the School community have a role to play.

This policy is applicable to all staff, contractors and the wider school community who all have an obligation to assist in creating a safe working, teaching and boarding environment by reporting unsafe incidents, premises or equipment whether on the school premises, on remote locations such as Gordon Fields or Ickwell or while planning for or attending off-site activities.

The findings of individual risk assessments are shared with appropriate departmental staff by circulating the assessments and discussing the outcome of assessments at relevant staff meetings. The School also use staff forums or regular meetings to ensure that staff are informed of changes or action taken based on relevant risk assessments.

Risk assessment programme

The School undertakes a programme of risk assessments to cover general as well as specific risks, for which there are particular assessment requirements in law.

The types of risk assessment which are relevant to the Schools work activities includes those listed in the table as Appendix 1 to this policy. The recommended actions arising from risk assessments are implemented by the various managers or heads of department responsible for the particular activity or premises area.

Records

Records of risk assessments are retained for at least five years unless there is a valid legal or practical reason for longer period. The risk assessment will also record what actions are necessary and when those actions have been completed.

These records may be stored electronically or in hard print copy.

Competent assessors

Risk assessments are undertaken by assessors who should have relevant training and experience. Where appropriate, assessors seek input from the staff involved in the work activities being assessed. All generic assessments are generally completed by the Deputy Bursar or Estates Maintenance Team but where appropriate, outside contractors are used such as for legionella checks or asbestos assessments.

Review

Risk assessments are reviewed at least every year and some are reviewed earlier if the assessor deems it necessary. They are also reviewed if there have been changes in the matters to which they relate, regulatory changes or incidents which indicate the assessments might not be valid or need to be amended.

The formal review of all risk assessment results is also a regular item on the Health & Safety Committee meetings to ensure any remedial action as a result of the risk assessment is undertaken.

Safeguarding

Due to the complex nature and seriousness of safeguarding in a school environment, this Risk Assessment Policy excludes direct reference to Safeguarding and Keeping Children Safe in Education legislation as these warrant, and have, their own specific policies, procedures and assessments. It is, however, inherent within all risk assessments in the school that safeguarding is a contributing factor in the way assessments are planned and managed.

Risk management

The overarching guidelines for the School's risk management plans which includes risk assessments comes from **ISO 31000 Risk Management** which provides principles, framework and a process for managing risk.

Appendix 1

Current Risk Assessments List

(The list does not specify the regularity of the checks but they vary between weekly to annual assessments)

1. Access Controls
2. Automated Gates Checks
3. Chimney Sweeps
4. Classroom Inspections (vary depending on use)
5. Climbing Wall Inspections
6. COSHH Assesments (Control of Substances Hazardous to Health)
7. D&T Classroom Assessments
8. D&T Equipment Assessments
9. Difribilartor Checks
10. Dorma Door & Windows Service & Assessments
11. Driving Risk Assessments
12. Dust Extraction Annual Check & Service
13. Emergency Lighting Tests
14. Eziglide Door Service & Checks
15. Fire Equipment Tests
16. Fire Evacuation Drills
17. Fire Monitoring and Alarm Tests
18. First Aid Kit Checks
19. Fitness Equipment Checks
20. Fume Cupboards Assessment
21. Hand Tool Inspection Register
22. Hazardous Waste Disposal and Assessment Forms
23. Health & Safety (Medical) Assessments
24. HVAC Inspections
25. Kilns Check
26. Lift Maintenance Checks & Service
27. Lockdown Drills
28. Materials Handling Assessments
29. PAT Testing
30. Playground Equipment Assessment
31. Power Tool Inspection Register
32. Pressure Vessels Testing
33. Routine Building Inspections
34. School Trips & Tours Risk Assessments
35. Science Classroom Risk Assessment
36. Sewerage Systems
37. Slips, Trips & Falls (Paving & Passageways) Checks
38. Swimming Pool Risk Assessment
39. Theatre Electrics
40. Theatre Rigging
41. Tree Condition
42. Working Alone Assessments

43. Working at Height Assessments
44. Working with Power Tools Assessments
45. Workshop Inspection Register
46. COVID Risk Assessment

The School Canteen and Dining Halls are contracted to Sodexo who undertake regular assessments under their own policies under the contract of the spaces, working conditions and equipment within them.

Whilst this list is long, it is not an exhaustive list but does highlight the main risk assessments undertaken by the School.