

CITY OF LONDON SCHOOL FOR GIRLS

RISK ASSESSMENT POLICY

This policy was written in July 2014 and will be agreed by the Board of Governors in October 2014. To be reviewed by June 2017.

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
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment 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, preliminary visits, warning signs, barriers and insurance).

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

WHY HAVE RISK ASSESSMENTS?

The obvious answer is that risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. But there is logic to this. By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in The City of London School for Girls (CLSG) 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
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Separate model policies cover each of these areas. However, risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Duke of Edinburgh award
- Art (including the kiln and dark room)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including BBST, back stage, stage, props room and lighting box)
- Gym & Dance

At CLSG we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology. We provide professional training courses for both teachers and technicians who work in Science and D&T. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral policy is to ensure that every student leaves as a confident, articulate young adult capable of keeping herself safe on the streets, in the home and in all situations. Our PHSCE programmes and assemblies are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic 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 Nurse maintains risk assessments for first aid and all other treatments and procedures. Accident forms are maintained in the Medical Room and the School Nurse is responsible for ensuring that accident reports are passed to the Deputy Head, the Bursar and the City Corporation. The School's separate Medical Questionnaire policy explains the procedures that we would follow in the event of a medical emergency.

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. By extending this regime to governors and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning: our contractors are aware that risk assessments and training are required for every item of 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.
- School Keeping and Security: risk assessments cover every room, laboratory, set of stairs, corridor and emergency exit 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 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.
- Outside Area: 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.

Access by Students

Risk assessments of all areas of the school reinforce the policy of ensuring that our students do not have unsupervised access to potentially dangerous areas, such as the swimming pool, science laboratories, design technology workshops, Main Hall, New Hall and the Black Box Studio Theatre. Where practicable, doors to these areas are kept locked when not in use. Students are only allowed access when accompanied by a member of staff. Students do not have access to the Premises Team and catering working areas in the school.

CONDUCTING A RISK ASSESSMENT

At CLSG we use the City of London Corporate HR “Guidance: Risk Assessment (General) (March 2014) at:

<http://colnet/Departments/Town%20Clerks/Corporate%20HR%20Unit/Health%20and%20Safety/Pages/Risk-Assessment.aspx>

The assessment is based on the “Guide to Determining Risk” traffic light matrix at Appendix 1. Which is summarised below:

Determine Severity

Extreme	Fatality or life threatening illness / disease to one or more persons
Major	Major injury or illness/disease causing long term disability to one or more person including broken bones, occupational disease and ill-health.
Serious	Significant Injury or illness causing short term disability to one or more person.
Minor	Minor incident including injury to one or more individuals such as cuts, scrapes, minor bruising and skin irritation.

Determine Likelihood of Occurrence

Likely	Where it is certain or almost certain that harm will occur in the next year.
Possible	Possible for harm to occur in the next year.
Unlikely	Where harm is unlikely to occur.
Rare	Has happened very rarely/never before

Calculate Risk

Risk Rating Matrix		Severity			
		Minor	Serious	Major	Extreme
Likelihood	Likely	Low	Medium	High	High
	Possible	Low	Medium	Medium	High
	Unlikely	Low	Low	Medium	High
	Rare	Low	Low	Low	Medium

For example, if you judge the likelihood to be *Possible* and the *Severity* as *Serious* the matrix will give you a Medium (AMBER) risk rating.

Determine Appropriate Action

Risk Level	Action and timescale
Low (Green)	No additional control measures are usually required. Consideration may be given to more cost effective solutions or improvement that imposes no additional cost burden. However, control measures must be monitored to ensure effectiveness taking corrective action where necessary.
Medium (Amber)	Further control measures are required to reduce the risk. Where significant resources are required, short term interim measures may have to be taken until long term measures are implemented. Where the severity is 'high' or there is a high likelihood of harm, urgent action should be taken.
High (Red)	Work should not be <i>started or continued</i> until the risk has been reduced.

Examples of possible control measures to match situations are:

Situation: Leaving teachers and students waiting outside in hot sun/wet weather for an unknown period of time.

Possible control measures:

- Teacher in Charge and Driver are in mobile phone contact
- Staffing ratio is reduced and supplemented further by parent volunteers
- Teacher in Charge has made a reconnaissance visit, and discovered where the party can wait out of the rain/sun
- Bottled water is carried
- All staff carry visit packs, and can phone the school to advise that there will be a delayed return
- School Office sends Clarion Call message to parents explaining that the coach has been stuck in traffic; but there is nothing to worry about
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand

Situation: Student falling over and grazing a knee on a walk in the countryside.

Possible control measures:

- Teacher in Charge has First Aid kit
- One member of staff is qualified in Paediatric First Aid
- Teacher in Charge has mobile phone
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand

Situation: Student going missing on an organised school outing

Possible control measures:

- All students have been briefed about the purpose of the visit and the expectations of behaviour
- All students understand where they should go if they accidentally become separated from the rest of the group
- Teacher in Charge and other staff and volunteers carry mobile phones
- Staffing ratio is reduced and supplemented further by parent volunteers
- Teacher in Charge has made a reconnaissance visit, and planned the route inside the location (e.g. museum) in advance
- Students are divided into groups of 4 each supervised by one member of staff, assisted by a volunteer
- All members of staff had held a meeting to discuss the outing and the risk assessment and the Missing Child Policy beforehand
- All members of staff know what to do in an emergency
- All volunteers have been briefed thoroughly on their respective roles.
- All students are wearing school uniform and are readily identifiable
- Head counts are taken on leaving the classroom, on sitting in the coach, on leaving the activity and on returning to the coach. The coach does not leave until everyone is accounted for.

The three examples quoted above are intended to illustrate that everyday risk assessments for school outings are no more than practical tools that are designed to assist teachers who are in charge of an outing.

Medium Risk Activities

We undertake a few medium risk activities such as skiing, skating, swimming in open water and orienteering but only using specialist/qualified instructors. Some of the scientific experiments carried out also have a residual amber rating. Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment and to follow instructions.

Specialist Risk Assessments and High Risk Activities

We will always employ specialists to carry out high risk tasks at the school. The Bursar or Premises Manager arrange for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead

REVIEW OF RISK ASSESSMENTS

All risk assessments should be reviewed annually. Risk assessments should also be reviewed and recorded, when major structural work is planned, or in the event of an accident. The City Surveyor and/or Premises Manager will arrange for regular health and safety audits of the fabric of the school, its plant, machinery and equipment. The catering and cleaning contractors will arrange for auditing the catering and cleaning functions and for water sampling.

RESPONSIBILITIES OF ALL STAFF

All members of staff are made aware of the school's arrangements for risk assessments and health and safety. 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 students and visitors. They are responsible for cooperating with the Headmistress, the Bursar, other members of the SMT and the Premises Manager 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 or Premises Manager.

ACCIDENT REPORTING

The School Nurse is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the City of London Corporation and 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.