



CITY OF LONDON SCHOOL FOR GIRLS RISK ASSESSMENT GUIDANCE

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Date policy last reviewed:	October 2020
Approved by:	
Date approved:	

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1. Introduction

- 1.1 The School is committed to providing a safe working and learning environment for all staff, pupils, contractors and visitors. Assessing the risks arising from activities and buildings is fundamental to achieving this. It is important that staff feel engaged in the risk management process and this document sets out the School's approach to identifying risks and how they are controlled.
- 1.2 The School will provide and maintain written risk assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, including pupils, as required by the *Management of Health and Safety at Work Regulations* (1999). These risk assessments should be systematic in their aim to promote the pupils' welfare.
- 1.3 The School aims to provide a wide range of educational opportunities for all of its pupils, and to do so in an environment in which staff and pupils feel safe to participate fully in those activities. This School is not risk-averse but takes an active approach to managing risk in order to reduce the likelihood that pupils (and staff) will be harmed through negligence and lack of foresight or proper planning. In assessing the suitability of activities, therefore, it is important to recognise opportunities as well as the risks.
- 1.4 This policy should be read in conjunction with:
- Health, Safety and Wellbeing Policy
 - Educational Visits Policy
 - Fire Safety Policy
 - First Aid Policy
 - Medicines and Medical Conditions Policy
 - Pupil Supervision Policy
 - Recruitment Policy
 - CoL Display Screen Equipment (DSE) Policy
 - CoL Control of Substances Hazardous to Health Guidance (HSG54)
 - CoL New Expectant Mother (HSG21)
 - CoL Guidance Home / Remote Working Safely
 - City of London Corporation Staff Code of Conduct
 - Safeguarding and Child Protection Policy
 - City of London Corporation Health, Safety and Wellbeing Guidance on General Risk Assessment [HSG 23 Risk Assessment](#)

It should also be read in conjunction with the City of London Corporation Health and Safety and Wellbeing Policy and all other relevant City of London Corporation [policies](#)¹.

- 1.5 As listed above, our Safeguarding and Child Protection Policy and Pupil Supervision Policy, as well as training for all staff form the core of our child protection risk management and

¹ Available [COLNET](#) with a City of London Corporation employees' login.

are not assessed as part of this guidance. DSE assessments and Expectant Mother Assessments are completed in line with the CoL Policies listed above.

- 1.6 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 16 (Risk Assessment) of the Independent School Standards Regulations.

2. Responsibility for Risk Assessment

- 2.1 The Head, through the Bursar and Senior Deputy Head, will ensure that risk assessments of the premises and equipment, methods of work and all school-sponsored activities are conducted annually (or more frequently, as necessary). These risk assessments will identify all defects and deficiencies, together with the necessary remedial actions or risk control measures.
- 2.2 Heads of Department, reporting to the Senior Deputy Head, and Support Staff Managers, reporting to the Bursar, are responsible for conducting risk assessments for their departments, which should be updated on a regular basis, particularly when an incident has occurred, or new processes or equipment are introduced. They will need to:
- Where necessary nominate appropriate staff to assist in carrying out risk assessments (*but remember you are responsible for overseeing it is adequately done*);
 - Ensure that those undertaking risk assessments are competent to do so. Contact the Compliance Manager to arrange training;
 - Ensuring a risk register (Appendix 2) is kept updated and filed in the 'Teams' Health and Safety Manager folder;
 - Ensuring that all staff have signed the Risk Assessment Sign off Sheet, Appendix 6, a copy of which should be uploaded to the folder as above. This provides evidence that staff have been informed of the findings from the risk assessment process. New starters will also need to be informed of all relevant departmental risk assessments and their CLSG New Starter Induction form should be completed to indicate this;
 - When further action is identified on the risk assessment, ensure this is completed within appropriate timescales and cascade any residual risk concerns or budgetary restrictions to the Compliance Manager and Bursar;
 - Ensure that interim measures are introduced in circumstances where further action (control measures) are beyond the finances of the department. The Compliance Manager can assist in identifying appropriate measures.
 - Communicating to staff the outcomes of assessments and the progress of managing residual risks i.e. standing agenda item on local team meetings.
- 2.3 Certain members of staff have responsibility for statutory compliance and the maintenance of up-to-date risk assessments (as shown in Appendix 1).
- 2.4 All members of staff have a responsibility for taking care of their own safety, together with that of pupils and visitors and should make themselves aware of the outcomes of the risk assessments in their areas and report any risks or defects to the Facilities Manager, Compliance Manager or Bursar.

- 2.5 City of London Corporation and whole-school policies / risk assessments supplement departmental risk assessments, Appendix 2.

3. Conducting Risk Assessments

- 3.1 Risk assessments should be produced in line with the City of London Corporation Health, Safety and Wellbeing Guidance on General Risk Assessment (April 2018), See link above. This follows a procedure where the *Severity* of a hazard and its *Likelihood* of causing harm are combined to give an overall *Risk Rating* (*Low, Medium or High*) for the risk.
- 3.2 A standard template is to be used for recording all risk assessments (in line with the City of London Corporation Health, Safety and Wellbeing Guidance on General Risk Assessment (April 2018); this is reproduced as Appendix 4.
- 3.3 Risk assessment is nothing more than a careful examination of what in the area of your responsibility, could cause harm to people, so you can weigh up whether you have taken enough precautions or should do more to prevent harm. In other words, it becomes a 'record of our thinking' and documents what we are concerned about in our working and learning environment.
- 3.4 It should be noted that this is not a paperwork exercise but an important tool to manage risk. To ensure this doesn't duplicate information we may hold in different formats you may decide there isn't a need to assess all activities, tasks or areas. You may decide that you can evidence sufficient measures are already in place to manage the risk from the list below. If you make this assessment, you should make reference on the Risk Register, Appendix 4, that in your judgement a separate risk assessment does not need to be created, however, you will need to list what evidence exists to justify this approach.
- 3.5 This document provides guidance on how to conduct a 'risk assessment' however; there are different ways that we can demonstrate we have thought about risk including:
- Training records, including induction;
 - Standard operating procedures;
 - Maintenance records;
 - Inspections and audits;
 - Signage;
 - Minutes of meetings;
 - Method statements;
 - Emergency plans;
- Policies, procedure and guidance relating to specific hazards
- 3.6 How do you assess risks in your area of responsibility? Walking around the workplace and watching activities will help you identify hazards; risk assessment shouldn't be just a desk-based exercise. All aspects of the work activity must be considered, routine and non-routine for example, maintenance, cleaning, deliveries, response to emergencies etc. You also need to think about context, pupils, depending on age and experience will not have the same perceptions of risk as you may have. Staff that have been doing the job for many years may have become complacent and picked up bad habits that need addressing in the risk assessment.

3.7 This table provides some examples of hazards that you may need to consider:

Trailing cables	Dealing with spillages	Unsuitable flooring
Lack of training	Poor Housekeeping	Poor storage
Poorly stored chemicals	Use of Chemicals	Dust, fumes and Vapours
Use of ladder	Gas/pressure vessels	Hot surfaces
Vehicle movement	Use of sharps	Ergonomics/poor design
Use of equipment	Lack of maintenance	Heating and Ventilation
Noise & vibration	Workplace stress	Lone working
Abuse and bullying	Poor management of Ignition sources	Poorly maintained electrical equipment / systems

This list is not exhaustive but provides examples

3.8 When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- Visit the Health and Safety Executives website where they publish practical guidance on hazards and how to control them;
- If you are a member of a professional organisation or trade association, contact them as many produce helpful guidance documents;
- Check the manufacturer's instructions and manuals as these helps identify additional hazards that you may not have thought of;
- Look back over any accidents that have occurred and what were the lesson learnt;
- Remember to think about long-term hazards to health as well as safety hazards;
- Speak to the Compliance Manager, they are here to help.

3.9 Where a risk is rated as *Low*, no additional control measures are usually required. Where a risk rated as *Medium*, further control measures (short- or longer-term) should be introduced to reduce the risk. **If a risk is rated as *High*, the activity should not be started or continued until the risk has been reduced.**

3.10 It is important to find out if existing controls are actually used in practice, is preventative maintenance or servicing being carried out, are visual checks conducted, is competency training being completed etc. The table below provides examples of types of controls / further actions that should be considered:

Good housekeeping	Local exhaust ventilation	Signage
Machine guards	Training	Supervision
Safe systems of work	Washing facilities	PAT Testing
Visual safety checks	Use of cable strips	First aid provision
Servicing of machinery	Maintenance checks	User checks
Restricted access	Emergency stop buttons	Appropriate storage
Spill kits	Emergency procedures	Ladder registers
PPE	Health checks	Safety procedures

This list is not exhaustive but provides examples

3.11 CLSG subscribes to the CLEAPSS Advisory Service where staff can access model 'generic' risk assessment, for Science, DT and Art and Design. They also provide teaching resources for practical lessons, HazCards, Recipe Cards and model departmental policies which staff

can access. All staff using these documents as part of their risk management approach must read and understand the managing and recording risk assessment documents published by CLEAPSS.

- 3.12 If you use ‘generic’ risk assessment from external sources i.e. CLEAPSS, they should be assessed in light of your departmental controls and where necessary, they should be adjusted and adapted to meet the needs of your individual circumstances. Generic assessments are by their very nature non-specific and therefore their use may not be seen as a ‘suitable and sufficient’ as set out in the Management Regs if they have not been customised or if their use is not recorded.
- 3.13 Where staff are recording the use of CLEAPSS risk assessments on schemes of work, lesson plans, worksheets and technicians notes they must ensure they are recording the significant points from the model risk assessment e.g. Do not just record “see Hazcard” but include appropriate details, for example, 0.5M H₂SO₄, Irritant, see Hazcard 98A. Wear eye protection.

4. Risky Areas

- 4.1 The following areas and activities present identified and significant risks. As a consequence, pupils are not allowed unsupervised access to:

Area	Monitoring of use and practices
PE	The Head of PE keeps risk assessments for: all outdoor and indoor games, swimming, gymnastics, dance etc. Records of training and qualifications in life-guarding and other subject specific training are kept.
Science	The Heads of Science subjects keep risk assessments for all experiments and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. Science HODs keep records of all subject-specific training by teachers and technicians.
Design Technology	The Head of Design Technology keeps risk and COSHH assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
Art	The Head of Art keeps risk and COSHH assessments. Records of staff training are kept.
Drama / Theatre	The Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
Kitchen Area	The Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
Premises workshops	The Facilities Manager keeps risk and COSHH assessments. Records of staff training are kept.

5. Training

- 5.1 Training will be provided to any member of staff who requires it prior to completing risk assessments².
- 5.2 It is considered good practice within the School for risk assessments to be conducted by more than one individual (member of staff), in order that a more experienced member of staff may support a less experienced member of staff and / or to ensure the quality of the risk assessment. When more than one member of staff is involved in producing a risk assessment, both (or all) individuals should be identified as its authors on the risk assessment document. The Head of Department / Manager should also be a named assessor, this is to document that they have management oversight of all risk assessments under their control.

6. Review of Guidance

- 6.1 The guidance is reviewed annually, or more regularly as required, in conjunction with the School's Health and Safety Policy, prior to approval by Bursar.

² Such training is available from the City of London Corporation's Health and Safety Advisor and arranged by the CLSG Compliance Manager.

Appendix 1: Members of staff with responsibility for risk assessments

- 1.1 The following members of staff have responsibility for statutory compliance and the maintenance of up-to-date risk assessments in the areas given below:

Area of responsibility	Person responsible
Fire	Facilities Manager (external fire risk consultant used)
Legionella / Water Hygiene / management and Maintenance of the swimming pool	Facilities Manager / City Surveyor
All non-teaching rooms, corridors and exits as well as security	Facilities Manager
Catering and cleaning functions including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) risk assessments and procedures	Catering Manager
Maintenance functions (including working at heights, electricity, gas, manual handling, and building work, use of power tools, COSHH and flammable substances)	Facilities Manager
Asbestos Register / Surveys	City Surveyor ³
Lifting Equipment	Facilities Manager / City Surveyor
Pressure vessels	Facilities Manager / City Surveyor, Biology Technicians
Construction Works / Management of Contractors	Facilities Manager / City Surveyor
Reprographics machines and copiers	Media Resources Technician

- 1.2 The following members of staff have responsibility for the maintenance of up-to-date risk assessments for teaching and learning in the areas given below:

Area of responsibility	Person responsible
Science (including COSHH and flammable materials)	Heads of Sciences
All outdoor and indoor games and activities	Head of PE
Swimming	Head of PE
Duke of Edinburgh Award	Duke of Edinburgh Coordinator
Drama / Theatre	Head of Drama
Art (including COSHH and flammable materials)	Head of Art

³ N.B. Local Asbestos Management Plans (AMPs) are developed in consultation with the City Surveyor. The duty to manage asbestos in School is shared between the School and the City Surveyor. Asbestos surveys and re-inspections are completed by the City Surveyor's department. The School has the day to day responsibility to ensure that anyone liable to disturb asbestos, including staff and contractors, are made aware of its presence, and what to do if they have any concerns.

Music	Heads of Music - Academic and Performance
Design Technology (including machinery, COSHH and flammable materials)	Head of Design Technology (in conjunction with the Design Technology technician)
All visits and trips	Educational Visits Coordinator

Appendix 2: City of London Corporation Risk Assessments

2.1 City of London Corporation policies / risk assessments supplement School and departmental risk assessments, covering:

- Asbestos
- Confined spaces
- Contractors / Construction Work, including CDM 2015
- Control of Substances Hazardous to Health (COSHH)
- Covid-19 related guidance
- Corporate Transport
- Display Screen Equipment
- Fire safety
- First Aid
- Guidance for managers on Health & Safety compliance
- Home / Remote Working
- Infection Control
- Legionella and Water Hygiene
- Lifting Operations and Lifting Equipment
- Lone working, personal safety and preventing violence
- Manual handling
- New Expectant Mothers
- Noise at Work
- Property Health and Safety
- Playground safety in Schools
- Slips, Trips and Falls
- Vibration
- Work Experience
- Working at Height
- Occupational Health (including Medical Questionnaires)

Whole-school policies / risk assessments supplement departmental risk assessments, covering:

- Educational visits policy
- Fire Safety Policy
- Fire Risk Assessment
- First Aid Policy
- Medicine and Medical Conditions Policy
- Repairs and Maintenance Procedures
- Security policy
- CCTV Policy
- Critical Incident Policy
- Electrical and Gas Safety Testing
- Health and Safety Notices
- Letting and Hiring
- Swimming pool safety

Appendix 3:

CoL Guidance for Conducting General Risk Assessments

Appendix 4:

CoL General Risk Assessment Form Template

Both found on the policy section on the intranet along with this guidance.

Appendix 5: Department Risk Assessment Register

School / Department:	Section:
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Ref No	Work activity / area assessed	Notes, including whether a RA has been completed or areas where we have looked at hazards and found we can provide sufficient evidence by other means. Please list the evidence and where it can be found	Risk Level low, med, high	Assessment Date	Assessed By	Review Date

Name of Head of Department / Manager:	Completed Date:
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