

BRYANSTON

RISK ASSESSMENT POLICY

1 Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

2 Objectives

Bryanston will comply with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 by ensuring that suitable and sufficient risk assessments are undertaken. These will identify potential hazards and seek to ensure that the necessary preventative and protective steps are identified and implemented to control hazards.

3 When to Complete a Risk Assessment

A risk assessment is to be carried out before any work is done/activity is carried out that may present a risk of injury or ill health.

A departmental/activity risk assessment is required to cover the routine activities of the department/activity. If new activities/equipment/substances are introduced, then an additional risk assessment must be completed or the existing risk assessment must be amended.

Risk assessments are required for non-routine activities e.g. events hosted by Bryanston, one off activities.

A risk assessment is required for all offsite visits, as detailed in the Educational Visits Policy.

COSHH (Control of Substances Hazardous to Health) risk assessments are required for all Substances Hazardous to Health, for further information see the Bryanston School COSHH Guidance document.

4 Responsibility for Risk Assessment

The member of Staff in Charge is responsible for undertaking a suitable and sufficient risk assessment.

Area/ Activity	Staff in Charge
Academic	Head of Department
Boarding Houses	Housemaster/Housemistress
Sports	Head of Sport (in conjunction with the Director of Sport)
Extracurricular Activities (ECAs)/ Weekend Activities	Member of staff running the ECA/Weekend Activity/Off Site Visit
Bursarial	Departmental Manager
Events	Head of Operations/Person running event
Off Site Visits	Trip leader

The Health and Safety Officer receives copies of all risk assessments, except for Off Site Visits.

The Educational Visits Co-ordinator (EVC) approves risk assessments for off site visits, including residential stays, trips and sports fixtures.

A selection of risk assessments are audited annually.

5 The Process of Risk Assessment

Risk Assessment is a dynamic process. Risk needs to be assessed each time an activity takes place taking into account: the people involved; the specifics of the activity; and the environmental conditions. Risk Assessments are working documents which should be readily available and used within the department.

The approach to risk assessment that has been adopted by Bryanston is the HSE 5 steps to risk assessment approach:

- 1) Identify the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide on precautions
- 4) Record your significant findings
- 5) Review your assessment and update if necessary.

If the Risk Assessment identifies that further controls are necessary, the Staff in Charge must assess the residual risk in order to determine whether or not the activity can go ahead whilst these controls are in the process of being implemented. An action plan should be drawn up including timescales for the implementation of any further controls necessary.

The member of Staff in Charge preparing/reviewing the risk assessment should:

- 1) Seek the views of relevant staff.
- 2) Consult guidance relevant to their area e.g. HSE, Sports Governing Bodies, CLEAPSS.
- 3) Record the information on the Bryanston Risk Assessment Template.
- 4) Consult the Health and Safety Officer for advice and assistance as appropriate.
- 5) Sign and date the Risk Assessment.
- 6) Give a copy to the Health and Safety Officer OR the EVC for Off Site Visits.
- 7) Communicate the findings to all of those affected by it at a departmental meeting. This will include communicating the risks and control measures with their staff working to this Risk Assessment, issuing them with a copy and ensuring they sign to confirm they have read and understood this. The Staff in Charge is responsible for maintaining a signature sheet.
- 8) Monitor working practices to ensure the controls identified in the risk assessment are being implemented.
- 9) Review the risk assessment at least annually, or more often if necessary (if circumstances change, if a process or piece of equipment is modified, if a new process or new equipment is introduced, following an accident/near miss).

Review: Academic Risk Assessments—before Autumn Term Commences; Bursarial Risk Assessments – by Autumn Half Term; Off Site Visits—before trip commences; before any new activity commences.

A teacher's risk assessment for a lesson should be an integral part of the lesson plan. Departmental risk assessments should be consulted; planned activities evaluated against these; adaptations made as necessary; and significant findings recorded and highlighted in "point-of-use" texts.

As part of the risk assessment process the competence of staff should be assessed, training needs identified and an up to date training register be maintained.

6 Resources Available/Training

All staff receive a copy of this policy and guidance on risk assessment as part of their Health and Safety Induction. This training is recorded on their New Joiner Checklist, and Induction Form. Records are held by HR.

The Health and Safety section of the Intranet contains information on risk assessment in the following sections:

- Risk Assessment
- COSHH
- Off Site Visits

Contained within these sections are generic risk assessment templates. These are designed to provide a structure and identify common risks. Staff in Charge must consider the risks identified in generic templates in relation to the individual risks of their activities and modify the document so that it applies specifically to these activities and persons. Any additional risks and necessary controls must be included.

Assistance and further training is available from the Health and Safety Officer AND from the EVC for Offsite Visits.

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