



**BRYANSTON**

## **RISK ASSESSMENT POLICY**

### **1 Scope**

This policy is applicable to all those with responsibility for a department or activity, which is under their control, and to those employees instructed to carry out a task.

### **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 or significant events such as pandemics (COVID for example) that effect the health of the community.

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 of the respective activity, and Head of Department, is responsible for undertaking a suitable and sufficient risk assessment. They should 'sign off' the assessment before the activity starts.



| <b>Area/Activity</b>                                  | <b>Staff in Charge</b>  |
|---|---|
| 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  | Director of Operations/Person running event                     |
| Off Site Visits                                       | Trip leader / EVC   |
| Grounds and Buildings                                 | Estates and Grounds HODs  |
| Health & Welfare incl. Medical                        | Medical Centre Manager & Head of H&S                            |
| Recruitment   | Director of HR  |

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

The Educational Visits Co-ordinator (EVC), in collaboration with the Head of H&S, 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 is the HSE 5 steps to risk assessment approach:

- 1) Identify the hazards
- 2) Decide who might be harmed and how
- 3) Decide on the controls to reduce the risk, following the 'hierarchy of control'
- 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/HOD 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 HOD/member of Staff in Charge preparing/reviewing the risk assessment should:

- 1) Consult with staff in the department to seek their views
- 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 Head of Health & Safety for advice and assistance as appropriate
- 5) Sign and date the Risk Assessment
- 6) Give a copy to the Head of Health & Safety 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.
- 8) Complete a signature sheet and maintain this. Provide a completed copy to the Head of H&S
- 9) Monitor working practices to ensure the controls identified in the risk assessment are being implemented.
- 10) Review the risk assessment.

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.

Risk Assessments should be recorded using the school's standard RA template form. See Appendix A.

## **6 Reviewing Your Risk Assessment**

Risk assessments can change over time, and it is important to remember that they should not be filed away and re-visited 12 months later. At Bryanston our risk assessments are 'living documents' to be consulted with as you would a lesson plan or project file. Risk assessments are tools, are can be subject to change at any time as your situation develops and as we find new ways of working. When reviewing a risk assessment, you should consult with staff in that department to gain their views and ideas on managing risk.

However, as a general rule – Risk Assessments should be formally reviewed:

- Annually (Ready for September)
- Following an incident/accident
- Significant changes to the workplace
- Changes in Management/HOD
- Changes to legislation or Industry guidance
- If you no longer believe it is fit for purpose.

After reviewing the risk assessment - ensure that any changes made are noted in the amendments section to allow the school to better understand how and why controls are implemented or removed. It maybe that certain controls didn't work, knowing why helps us develop assessments across the site.



## **7 Resources Available/Training**

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. Guidance on the completion of risk assessments, templates, generic assessments and this policy is available on the Staff Hub.

The Health & Safety section of the Hub contains information on risk assessment in the following sections:

- Risk Assessment
- COSHH
- Off Site Visits

Contained within these sections are the generic risk assessment templates. These are designed to provide a structure and identify common risks. HODs/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 those activities and persons at risk. Any additional risks and necessary controls must be included.

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

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