



## BRYANSTON

All policies carrying the Bryanston logo apply equally to any other brands or operations of Bryanston including Bryanston Prep

### **RISK ASSESSMENT POLICY**

#### **1 Scope**

This policy is applicable to all those with responsibility for a department, boarding house, 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 significant work/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/staffing are introduced, then an additional risk assessment must be completed or the existing assessment be amended.

Risk assessments are required for non-routine activities for example; 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 off-site visits, as detailed in the Educational Visits Policy.

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

Where a Head of Department (HoD)/Line Manager/HSM has been alerted to an employee/pupil disability, whether short or long term, a risk assessment may need to be carried out for the individual in question. HoDs/Line Managers should consult with HR, where it relates to an employee, so that all reasonable adjustments can be considered. Advice can be sought from the Head of H&S where needed.



#### 4 Responsibility for Risk Assessment

The member of Staff in Charge, of the respective area, are responsible for undertaking a suitable and sufficient assessments of the risks and for implementing appropriate controls in the area under their control. They should 'sign off' the assessment before the activity starts. HoDs may delegate this task to others providing they have suitable training and have a good understanding as to the risks within the area under assessment, however the responsibility remains with the person in charge of the area in question.

<b>Area/Activity</b>	<b>Staff in Charge</b>
Academic	Head of Department
Boarding Houses	Housemaster / Housemistress
Sports	Head of Sport (in conj. with the Director of Sport)
Extra-Curricular Activities (ECAs) / Weekend Activities	Staff i/c of ECA / Weekend Activity Leader
Support Departments	Departmental Manager / HoD
Events	Director of Operations / Event Lead
Off Site Visits	Trip leader / EVC
Grounds and Buildings	Estates and Grounds HoDs
Health & Welfare incl. Medical	Medical Centre Manager
Recruitment	Director of HR

Copies of all RAs should be sent to the Head of H&S.

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/activity.

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 a 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) Provide 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, providing a copy to the Head of H&S.
- 9) Monitor working practices to ensure the controls identified in the risk assessment are being implemented and are effective.
- 10) Review the risk assessment.

A teacher's risk assessment 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 & highlighted in "point-of-use" texts.

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

Risk Assessments should be stored in a way that is easy to access and that all staff know where to find them.

## **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 and 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 (September)
- Following an incident/accident
- Where significant changes to the workplace occur
- Any changes in Management/HOD
- Any 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, and knowing why helps us develop assessments across the site to share best practice.

## **7 Resources Available/Training**

All staff who undertake Risk Assessments must be appropriately trained. The Head of H&S conducts regular risk assessment training and it is the responsibility of staff to ensure they attend training every 3 years.

New starters receive an H&S Induction which includes the basics around risk assessment requirements.

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 assessments. Contained within this section are also the generic risk assessment templates and forms. 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 are available from the Head of Health & Safety AND from the EVC for Offsite Visits.

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