

RISK ASSESSMENT POLICY

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Next Review/Update: 15.10.2017

1. Introduction

All members of staff at Regent Independent College, hereafter referred to as 'Regent' are committed to promoting the safety and welfare of the students that we teach and care for. Our priority lies in ensuring that all operations within Regent's environment, both educational, administrative and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our students to be educated to cope safely with risk in line with our mission statement that *'The end of education is character'*.

It is the responsibility of the senior leadership team at Regent to ensure that all statutory health & safety and other regulations are met in compliance with the Independent School Standards from 5th January 2015 and have evidence to meet each standard as set out in the Independent School Standards compliance record.

Risk assessment will be carried out at Regent to determine the risks associated with working operations. The assessment is required to identify risks both to employees, students and to any other persons who may be affected.

Risk assessments are updated normally and the responsibility for administering the completion of these lies with the Proprietor, Co-Principal(s) and Vice Principal.

C.O.S.H.H. Regulations 1988 place a statutory duty on employees to make an assessment of the potential health risks to employees arising from work involving the use of hazardous substances.

C.O.S.H.H. also requires that except in very limited circumstances a written record must be maintained.

General assessments of risk are best carried out by staff in the curriculum areas concerned.

It is a general legal requirement of the Management of Health & Safety at Work Regulations (1999) to carry out risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, noise, machinery etc.

The following procedure should be adopted for general risk assessment of an area or a job/task. It is based on the HSE guidance "Five Steps to Risk Assessment".

Risk assessment should be undertaken systematically so as to ensure that all significant hazards and risks are identified and, where appropriate, controls are put in place to either eliminate the risk or reduce it "as far as reasonably practicable".

2. Aim

The aim of risk assessment is conducting a formal examination of the harm or hazard to that could result from a particular activity or situation. For the purposes of this policy;

- **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 of the hazard**

Regent will put in to place such measures and procedures that are put in place in order to minimise the consequences of risks and hazards.

Scope of risk assessment

There are numerous activities carried out at Regent, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

1. Educational Visits and Trips
2. Fire safety
3. Health and Safety
4. Science
5. PE
6. Using the main staircase
7. Slips, trips and falls

The college makes use of risk assessments for educational activities and visits. We are also members of the CLEAPSS Advisory Service and follow their advice and guidance regarding risk assessments for all science activities including risks associated with handling and using chemicals during practical work.

- Hazards - identify anything in the workplace that could cause harm. Common workplace hazards include:
 - Chemicals
 - Display Screen Equipment
 - Dust / Fumes
 - Electricity
 - Fire
 - Machinery
 - Manual Handling
 - Noise
 - Poor lighting
 - Slipping / Tripping hazards
 - Vehicles
 - Working at height

Generic Risk Assessments

These generic risk assessments have been produced to assist with risk assessment, and provide a basis for individual sites to consider their specific circumstances. Some assessments may not

be relevant to school, others may need customising to suit specific location and/or work activity and others may not need changing at all.

The forms are only partially completed and will need to be adapted by Co-Principal(s), who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and add any site specific items identified.

The assessments require the risk to be evaluated before and after the suggested controls are in place. This will help identify the urgency of control measures and whether, following the introduction of controls, the risk can be reduced sufficiently. The following matrix may help to determine your risk rating.

Risk Matrix:

Severity \ Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

It is unlikely that all risks can be reduced to low levels. Table 1 will help you to determine action that needs to be taken.

Table 1:

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
Very High (VH)	May only take place if good control measures can be implemented.	Must not take place. You will need to identify further controls to reduce the risk rating.
High (H)	May only take place if good control measures can be implemented.	Seek further advice
Medium (M)	If it is not possible to lower risk further, you will need to consider the risk against the benefit.	
Low (L)	No further action required.	

The completed generic assessments will need to be signed off by the officer completing the assessment and monitored by the co-Principal(s)/Vice Principal. They will then need to be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

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3. Pastoral

The focus of our pastoral care is to ensure that each student becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes and assemblies, and our House Groups and Activity Days 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 of 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 material.

4. First Aid & Accident Reporting

The college has a comprehensive First Aid Policy. In addition, the accident/incident book is maintained by the Co-Principal(s) and Vice Principal. Paediatric trained first aiders are always on duty during opening hours; their names are posted on the notice board by the Admin Office. In addition, Regent has a purpose built sick room off the corridor opposite Reception. As part of the PHSE programme there are activity days, at one of which, from time to time, a paramedic from the London Ambulance Service provides information on how to stay safe and what to do in an emergency.

It is the responsibility of the Co-Principal(s) and the Vice Principal to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on college premises involving a student, member of staff, parent, visitor or contractor.

5. Safeguarding

Our Safeguarding 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, or who are not allowed to work in the UK. All adults working in our community receive regular Child Protection & Safeguarding training, we manage this risk to an acceptable level.

6. *Support Areas*

Cleaning Risk assessments and training cover all significant risks concerning cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Risk assessments also cover manual handling. Maintenance Risk assessments and training cover all significant risks including, 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 training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment. Administrative 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.

7. *Conducting a Risk Assessment and Procedures*

Regent College uses an external company called Lloyds Law who provide expert advice on H&S matters. Lloyds Law provide all the prerequisite policies and documentation to fulfil all statutory requirements for H&S. At Regent, senior staff are trained by Lloyds Law on the implementation of these policies and the correct administration. Lloyds Law also provides a contract manager to update and advise on all Health & Safety matters. The college does not carry out high risk activities and activities involving students are low risk. Daily risk assessments are carried out to ensure that there are no hazards in the classrooms, the emergency fire escapes are clear and the fire extinguishers have not been tampered with. The first aid kits are also checked. In addition, the fire alarms are tested using a different call-point each week, general risk assessments and fire risk assessments are conducted in a timely manner during the academic year. There is a full fire evacuation drill once a term. The water in the PE showers is run for 5 minutes each morning to prevent waterborne risks from stagnant water. Hot water provided at Regent is generated by gas fired boilers and the water temperature is regulated by thermostats. Where water is drinking water, there is signage to reflect this.

8. *Equipment Testing*

Regent contracts out testing of electrical, heating and fire equipment to ensure these are fully functional and reliable. These tests include;

1. PAT testing
2. Electrical equipment testing
3. Fire extinguisher servicing
4. Fire alarm servicing
5. Emergency lighting
6. Fume cupboard extraction

9. Slips, Trips and falls

Regular assessments are conducted to minimise the risk of injury by slips, trips and falls. This also forms part of the daily general risk assessment. The risk assessments are lodged in the H&S folder in the section that deals with General risk assessment.

10. Responsibilities of All Staff

All members of staff at Regent College are given an induction into health and safety arrangements for risk assessments and Health and Safety. Records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of students and visitors. All members of staff are responsible for reporting any risks or defects to the members of the senior leadership team.

11. Records

The assessment should be recorded on the standard Risk Assessment Form and should be kept in a visible/accessible folder identified for this purpose in the work area in question. The form also acts as an improvement action plan and should be used for tracking implementation of control measures. The findings should be made known to the staff it affects and information/training must be given.

12. Review

A risk assessment must be reviewed if there is any significant change to the area/ job/task or if there is any other reason to suspect it is no longer valid. Risk assessments should be reviewed after accidents/incidents involving the task assessed. In any event, it is good practice to review assessments regularly to ensure they are still accurate and controls remain in place