

RISK ASSESSMENT AND MANAGEMENT POLICY

Policy Owner Estates Director	Applies to Prior Park Schools (Trust Wide)	Superseded documents Risk assessment and management policy
Associated documents PPS Educational Off-Site Visits Policy PPS Health and Safety Policy PPS GDPR Data Protection Policy	Review frequency Every year (unless the legislation/regulations update before this time) Implementation date 1 May 2020	Legal Framework HSE Department for Education Health & Safety at Work Act 1974 Management of H&S at Work Regulations 1999 KCSIE 2019

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1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College and The Paragon School are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar, is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

Prior Park Schools is committed to a systematic approach to risk assessment, with a view to promoting the welfare of all of our pupils, staff, contractors, and visitors to our site, through the identification and management of major risks.

The purpose of this overarching risk assessment and management policy is to ensure that suitable and sufficient assessments are undertaken for activities where there is likely to be significant risk. Particular attention should be paid to key areas of risk such as supervision and school trips. Such assessments will allow for the development and implementation of control measures to minimise and manage risks as far as is reasonably possible and practicable.

This policy will therefore provide those affected by school activities, particularly the organisers and supervisors, with the necessary guidance and suitable information on what to do when planning and carrying out activities.

This guidance is applicable to general risk assessment. Where specialist skills are required (for instance, in cases involving asbestos, fire, water quality, and hazardous substances) legislative requirements will be met and expert guidance sought where applicable.

2. Risk Assessment Process

Risk assessments will take into account:

- a) Hazards - the identification of something which has the potential to cause harm
- b) Risks - an evaluation of the likelihood of the hazard/s causing harm
- c) Risk rating - an assessment of the severity of the outcome of an event
- d) Preventative controls /Control measures - the identification of physical measures and procedures, which could be put into place to mitigate the risk/s

Bearing the above format in mind, the risk assessment process will consist of the following six steps, determining:

- a) What could go wrong?
- b) Who might be harmed?
- c) How likely it is to go wrong?
- d) How serious it would be if it did go wrong?
- e) What you are going to do to stop it going wrong?
- f) How you are going to check that your plans are working?

This process should be completed through the filling out and recording of a risk assessment form (shown in Appendix 1 and saved as a word file together with this policy on One-Drive), by the member of staff organising the activity.

This Risk assessment form must be submitted for approval to the relevant Head of Department, Educational Visits Coordinator and the Health & Safety Co-ordinator

This form must then be kept as a secure record of correct operating procedure in the Risk Assessment folder. This record should be stored for 7 years, in accordance with the Record Retention Policy.

3. Risk areas requiring action

Risk assessments should be carried out/be in place in regard to the following:

1) Educational:

- Pupil supervision (this should be carried out in accord with safeguarding and welfare requirements and procedures).
- School Trips - distinguish between trips to local places and trips further afield (including overnight stays), both domestically and abroad.
- Weekend Trips
- General Classroom Activities
- Science Experiments (Use of Hazardous Equipment)
- Design & Technology (Use of Hazardous Equipment)
- Sport and PE Activity (including procedures for Away matches)
- Drama & Dance
- Art & Music
- CCF
- Duke of Edinburgh
- Visiting Speakers
- Boarding Facilities and Boarding Activities (such as; House Dinners, House Outings)
- On site events (such as; Open Door events, Parent Teacher Consultation, Mass, Speech Day etc)

2) Support:

- Site visitors
- Grounds/Traffic Management
- Security (including in boarding and EYFS areas)
- Maintenance activities
- Catering and Cleaning operations
- Fire safety and Emergencies

3) Other risk areas, not directly related to Health and Safety but may still require attention, are:

- Financial risks
- Recruitment procedures (including governing body oversight)
- Reputational risk
- Terrorism (including the need to prevent fundamentalism and radicalization)
- Pupil self-harming

4. Reviewing Risk Assessment and Management Policies

Risk assessments and management plans should be reviewed in the following circumstances:

- When there are changes to the activity
- After a near miss or accident

- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually, if for no other reason (this also applies to this over-arching Risk Assessment and Management Policy)

5. Responsibility and Training

The Head and the Governors will be ultimately responsible for the over-arching risk assessment and management policy of the schools. This will be reviewed by them on an annual basis.

The Head, Deputy Head(s), Director of Operations and Finance, Safety Committee Chairs, Housemasters/mistresses and Head of Departments will be responsible for the maintenance, review and implementation of the various risk assessment and management requirements contained within this over-arching Risk Assessment and Management policy.

It is the responsibility of those proposing and organising activities for each school, to carry out a risk assessment (as outlined in Section 2, and using the format give in Appendix 1), before submitting it to their Head of Department for review.

All staff will receive guidance on risk assessment and management as part of their induction training. This will be refreshed on a regular basis, as required, but at least annually for staff directly involved in risk management.

Risk assessment and management training will be provided on specific areas where identified by:

- Deputy Heads (Academic and Pastoral)
- Director of Operations and Finance
- Chairs of Safety Committees
- Deputy/Assistant Bursar
- Estates Manager
- Educational Visits Coordinator
- All Heads of Department (Faculty Heads) and Housemaster/mistresses

APPENDIX A- PPS RISK ASSESSMENT TEMPLATE

Risk Assessment

A. Activity and Area to be Assessed

Activity	
Dept / Area	

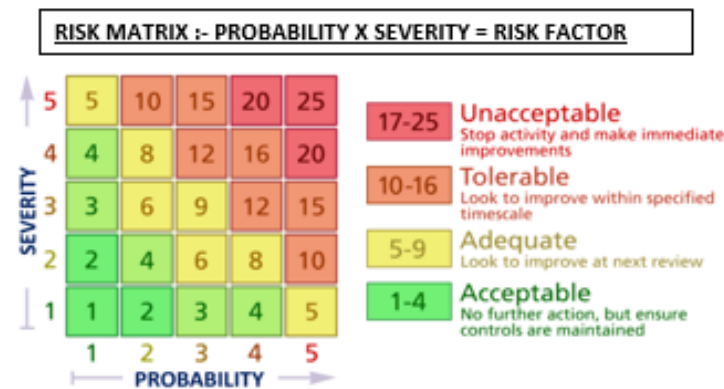
2. Persons Exposed

Employees		Visitors		Young Persons	
Other		Public		Contractors	

Task Specific	YES / NO	Initial Assessment	YES / NO	One-Off Event Assessment	YES / NO	Assessment No:		Review date/...../20.....
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4 STEP PROCESS			
Step 1 - Identify the hazards and decide who might be harmed and how.	Step 2 - Identify the risks, calculate risk factor and consider possible preventative controls.	Step 3 - Evaluate the risk factor after all controls, record your significant findings and consider further measures as necessary.	Step 4 - Review and update your risk assessment as necessary.

<u>PROBABILITY</u>	<u>SEVERITY / CONSEQUENCE</u>
1 Very unlikely	1 No harm or illness
2 Possible	2 First Aid Injury
3 50/50 chance	3 Over 3 day injury
4 Very likely	4 Major injury / illness
5 Almost certain	5 Fatality



Any Specific Personal Protection Required						
Safety helmet		Eye protection - Class 1		Hand protection		Respiratory protection - specify type:
Safety footwear		Hearing protection		Protective Clothing		Other specify:

B. Hazard Identification and Risk Evaluation

Step 1 Hazards Identified	Step 2 Risks Identified	Step 3 Preventative Controls	Risk After Controls		
			Probability	Severity	Risk Rating

List Any Further Controls Required or In Place?			
Is a Safe System of Work Required?	YES / NO	Details	

Notes

<ol style="list-style-type: none"> 1. If possible avoid the risk altogether. 2. Where possible combat risk at source. 3. Give priority to measures which protect the whole workplace. 4. Wherever possible, adapt work to the individual. 5. Take advantage of technological & technical progress. 	<p>Having reviewed the hazards and risks, I believe that if the control measures identified are applied Prior Park Schools will, so far as is reasonably practicable, have met the requirements of this assessment.</p> <p>Assessor Signature: _____</p> <p>Assessor Name: _____</p> <p>Date of Assessment: _____</p>
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Step 2 Guidance On Assessment of Risk

Example Hazards

Electricity
Manual handling
Special effects
Lighting
Noise
Poor Housekeeping
Adverse Weather
Use of Chemicals
Lone Working
Suffocation
Public contact
Slips, trips, falls
Working at height

Example Risks

Electrocution, burns (chemical or heat)
Poisoning
Cuts or abrasions
Fractures
Eye injury
Head injury (concussion)
Contagious diseases
Skin Complaints
Verbal abuse
Assault
Epileptic fits
Asthma
Physical injury (back etc)

Severity of Risk

Fatality 5
Major injury 4
Over 3 Day Injury 3
Routine First Aid 2
No Harm/illness 1

Probability/Likelihood of Risk

Almost Certain 5
Very Likely 4
50/50 Chance 3
Possible 2
Very unlikely 1

Risk Factor = Probability x Severity

Unacceptable/Significant = 17 - 25
Tolerable = 10 - 16
Adequate = 5-9
Acceptable = 1-4

Categories of Severity

Score

- | | |
|-----------------------------|---|
| 1. No Harm or illness | No risk of injury or disease |
| 2. Routine First Aid injury | Causing minor injury, allowing the person to continue work after first aid treatment on site or at a local surgery. Normal flow of work is not seriously interrupted. |
| 3. Over 3 Day Injury | Causing injury or disease capable of keeping a person off work for more than 3 days which is reportable under R.I.D.D.O.R. |
| 4. Major Injury/illness | Causing a major injury reportable under R.I.D.D.O.R. |
| 5. Fatality | Causing death to one or more people. |

Levels of Probability

Score

- | | |
|-------------------|--|
| 1. Very Unlikely | There is not really any risk present. Only under freak conditions could there be any probability of an accident or illness. All reasonable precautions have been taken, so far as is reasonably practicable. |
| 2. Possible | If other factors were present the incident or illness might occur, but the probability is slow, and risk is minimal. |
| 3. 50/50 Chance | The accident may happen if additional factors precipitate it, but unlikely to happen without them; e.g. obstructing fire exits. |
| 4. Very Likely | The effects of humans or other factors could cause an accident but is unlikely to happen without this additional factor; e.g. ladder not secured properly. |
| 5. Almost Certain | If the work continues as it is, there is almost a 100% certainty that an accident will happen; e.g. broken rung on a ladder, defective brakes on a vehicle etc. |