

Habs

HABERDASHERS'
ELSTREE SCHOOLS

Risk Assessment Policy

Policy Type	Statutory
Regulation	ISSR Part 3, 16 (a) and (b)
Approval Committee	EIC
Last Review	Summer 2023
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1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

11. The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.

16. The standard in this paragraph is met if the proprietor ensures that—

- (a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- (b) appropriate action is taken to reduce risks that are identified.

1.3 Supporting Documents

The following policies should be read in conjunction with this policy:

Health and Safety Policy

1.4 Terminology

School means Haberdashers' Aske's Elstree Schools Limited as Trustee of Haberdashers' Aske's Charity trading as Haberdashers' Girls' School **and/or** Haberdashers' Boys' School, as now or in the future constituted (and any successor).

2 Overview

Risk assessment training is provided for specific roles and will be provided on specific areas, as appropriate where identified by the Director of Estates and Facilities or Head of Department.

Template risk assessment forms together with details on how to complete them are available for use by all staff and can be found on the school intranets. The school adopts the CLEAPPS Advisory Service model risk assessments for lessons in science and design and technology and specific risk assessment for these areas are held by the respective head of department.

Risk assessment will consider:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the likelihood and possible impact of the hazard
- Analysis of existing control measures - physical measures and procedures - to determine if they are adequate to treat, terminate or tolerate the risk
- Details of the additional control measures needed.

The risk assessment process will consist of the following 5 steps:

- Identify who might be harmed and how?
- Assessment of existing control measures
- Need for additional control measures
- Signed and dated by the individual carrying out the risk assessment
- Monitoring and review of the assessment to ensure risk is being managed effectively.

Risk assessments are to be carried out by individual members of staff with specific responsibility for a particular event or activity, equipment or facility where there is potential for someone (staff, student or visitor) to be harmed. Harm may arise for several reasons including poor condition of equipment or facilities, introduction of new equipment, failure to comply with operating procedures, lack of training or changes to people, buildings or equipment. The Director of Estates and Facilities will be responsible for the maintenance of risk assessment records and for appropriate directing training where it is needed.

2.1 Specific Areas of Risk

The following areas have been identified as presenting significant risks in the School. The role holder is responsible for ensuring health and safety in each area and, implicit in this, the preparation and review of appropriate risk assessments.

Area of Responsibility	Girls' School Appointment	Boys' School Appointment	Joint Schools' Appointment
Science faculty	Head of Science	Head of Science	
Chemistry	Head of Chemistry	Head of Chemistry	
Biology	Head of Biology	Head of Biology	
Physics	Head of Physics	Head of Physics	
Radiation protection	Head of Physics	Head of Physics	
Design Technology	Head of Design Technology	Head of Design and Technology	
Pottery workshop/kiln room	Head of Art	Head of Art	
Stage lighting/drama productions	Head of Drama	Head of Performance Drama	
Sports centres			Head of Estates
Field events in athletics	Director of Sport	Director of Sport	
CCF activities (obstacle course, shooting range)	N/A		CCF Contingent Commander
Outdoor education (mountain biking, climbing wall, mountaineering)	N/A	Outdoor Education Coordinator	
Grounds equipment sheds			Grounds Manager
Playgrounds			Head of Estates
Pitch-based sports furniture (e.g. goals, Astroturf)			Grounds Manager
Sports equipment (general)	Director of Sport	Director of Sport	
Maintenance workshops			Head of Estates
Sewage pump house			
Boiler houses and lift plant rooms			
Kitchens and dining rooms	Catering Manager	Catering Manager	

Area of Responsibility	Girls' School Appointment	Boys' School Appointment	Joint Schools' Appointment
Reprographics room	Reprographics Technician	Print Room Manager	Head of IT and Data
Educational visits and trips	Deputy Head Admissions, Co-Curricular and Events	Director of Co-curricular	
Premises including onsite traffic management			Head of Estates
Fire management			
Asbestos management			
Legionella management			
Minibus/transport management			
Hazardous waste management			
Visitors (including contractors) risk assessments			Director of Estates and Facilities
First Aid	School Nurse	School Nurse	
Accident reporting and investigation			Risk and Compliance Manager
School Concerts	Deputy Head Admissions, Co-curricular and Events	Director of Co-curricular	
Occupational Health	Director of HR	Director of HR	

2.2 Review

Risk assessments will be reviewed:

- 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.

2.3 Professional Support for Risk Assessment

The School employs a CMIOSH qualified Health and Safety adviser who conducts a review and audit of health and safety and risk management at the School. The Health and Safety adviser reviews the practice and procedures in selected departments, conducts risk assessments, provides training for staff and advises the School on compliance with pending and in force legislation.

3 Risk Assessment Records

3.1 Mandatory Risk Assessments

3.1.1 *Asbestos*

These records are held with the Head of Estates.

3.1.2 *COSHH*

These records are held with the relevant department.

3.1.3 *DSE Assessment*

These records are held within the ICT department.

3.1.4 *Fire*

These records are held with the Site Managers.

3.1.5 *Swimming Pools*

These records are held with the Pool Supervisor.

3.1.6 *Working at Height*

These records are held with the relevant department.

3.2 Recommended Risk Assessments

3.2.1 *Contractors*

These records are held with the Estates Administrator.

3.2.2 *Equipment/Power Tools*

These records are held with the relevant department.

3.2.3 *External Play Areas and Equipment*

These records are held with the Head of Estates.

3.2.4 *Site Security*

These records are held with the Deputy Director of Operations.

3.2.5 *Vehicles on Site*

These records are held with the Head of Estates.

3.2.6 *Activity/Event Risk Assessments*

These records are held by the Head of Estates.