



ST HELEN & ST KATHARINE

Lent 2018

Risk Assessment Policy

Scope

St Helen and St Katharine is committed to maintaining the health, safety and welfare of pupils, staff and visitors. Risk assessments are completed as appropriate within School jointly by individual departments/teams and Health and Safety Co-ordinator to enable hazards to be identified and risks managed as far as is reasonably practicable.

Requirement

Risk assessments must reflect not only the activity but also the environment and be regularly reviewed to ensure that potential hazards and risks are suitably controlled. A risk assessment is to be undertaken whenever a **new** activity is planned, or if an existing process is **changed**. A general template is available on Sharepoint to use and generic pro-formas for further editing are provided for:

- weekend/after school activities
- school trips and educational visits

Large scale and/or infrequent events require a standard Risk Assessment rather than a checklist.

Unexpected issues and solutions should be noted on the risk assessment form and reviewed at Departmental/Team Meetings, and if necessary, passed to the H&S Coordinator for further action.

Responsibility

It is the responsibility of the trip/event organiser or Head of Department to compile the risk assessment, and check it to ensure that the correct process has been followed. Completed risk assessments are held centrally by the Head of School Administration and are available for further review by the Health and Safety Working Party as appropriate. Further advice regarding the risk assessment process is available from the Health and Safety Co-ordinator and from the Director of Students for trips and visits

Training



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- 1) Risk assessment information for certain positions, is included in the new staff induction programme.
- 2) Risk assessment training for staff is provided thereafter at the point of need (i.e. before the member of staff arranges an event or takes a trip). This training will be available online and the Director of Students Health and Safety Coordinator will be available for any assistance required.
- 3) Departmental Heads, trip and event leaders will receive training as above, specific to their functions, all others to receive training as required.

Completion of Risk Assessments

General

- 1) Review the 'In House Activities and Events' guidance on the Sharepoint to determine if a risk assessment is required:
 - a) Departments whose regular teaching activities occur within normal classrooms will have completed risk assessments in the form of an annual classroom checklist which will be held by the Health and Safety Co-ordinator.
 - b) An additional departmental risk assessment process will be required for all 'practical' departments using specialist teaching environments, or where more specialist equipment and/or substances are in use. Departmental risk assessments should be reviewed annually or if circumstances/working practices change.
- 2) Risk assessment forms and supporting materials for Trips, Visits and Events are available on the Sharepoint, all others are sent out to relevant staff by the Health and Safety Co-ordinator on an annual basis
- 3) Copies of completed departmental risk assessments are passed onto the Health and Safety Co-ordinator for review.
- 4) Trip, Visit and small scale event risk assessments are reviewed by the Director of Students and held centrally by the Head of School Administration.

Planned Weekend and Evening Activities

- 1) Review the 'In House Events and Activities' guidance on the Sharepoint and complete a safety checklist/risk assessment for any:
 - a) event/activity running on school premises after 1730 hours or at weekends that is not covered by a general/departmental risk assessment.



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- b) activity in school that is being run by an outside provider.
 - c) activity in school which poses additional risks or is hazardous.
- 2) Completed forms and risk assessments are stored centrally by the Head of School Administration.

Trips and Visits

- 1) Complete the necessary risk assessment as per the Trips & Visits Policy on the Sharepoint

External Contractors

- 1) Risk assessments and method statements are required for all contractor activities along with copies of Company Employment Liability Insurance, both public and professional. Training certificates are also required for specialised activities such as operating mobile plant, scaffold design and construction etc.
- 2) Contractors' documentation must be reviewed before work commences.
- 3) Estates Manager and Health & Safety Co-ordinator must be notified if contractors are building any structures or there are any planned changes to the use of the school building.
- 4) Site inductions to be given by the responsible person for any external contractors who will be left to work by themselves. Note, only those contractors who have been subjected to the appropriate checks or who have been confirmed as having been subject to the appropriate checks, will be issued with a 'Contractor' pass and left to work alone, all others will be accompanied at all times.

Review of Risk Assessments

A sample of risk assessments are reviewed each year to ensure quality standards are maintained and the assessments are accurate and further training can be provided where deemed appropriate.

Policy initiated: Michaelmas 2015
Policy reviewed: Lent 2018
Responsible for review: Bursar
Next review due: Lent 2019