



**ORWELL PARK SCHOOL**  
**Nacton, Ipswich IP10 0ER**

**SCHOOL RISK ASSESSMENT POLICY**

**Date:** April 2017

**Status:** Approved

**Review Date:** April 2018

SAH 04/17

## **Introduction**

Orwell Park School prides itself on the quality of teaching and pastoral care provided to each of its pupils. The Governing body has ultimate responsibility for meeting all the School's regulatory requirements, which they delegate to the Head Teacher, supported by the Senior Management team.

Orwell Park School is committed to safeguarding and promoting the well-being of children and young people as its number one priority and will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees, pupils and visitors.

## **Aims**

This guidance is applicable to all staff. Risk assessments for activities or use of certain areas of the school are an essential component of the school's approach to ensuring and maintaining a safe working environment. All staff are required to consider the hazards and resultant risks for activities which are under their control or in which they have an interest. This includes the requirements of guidance from the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

## **Objectives**

- 2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- 2.2 That identified control measures are implemented to control risk so far as reasonably practicable.
- 2.3 That those affected by school activities have received suitable information on what to do.
- 2.4 That risk assessments are recorded and reviewed when appropriate

## **Guidance**

- 3.1 The Headmaster, SMT, Bursar, EVC, Heads of Department and line Managers will be responsible for the implementation of this policy.
- 3.2 This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.
- 3.3 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Headmaster, SMT, Bursar, EVC, Site manager, Head groundsman, Head of Catering, Heads of Department and line managers. The Bursar, Site Manager and H&S consultant can also provide additional advice on guidance to staff should they require it. Further specialist advice and guidance is available from the following sources:
  - School H&S Policy
  - Health & Safety Executive, (HSE) Five steps to risk assessment ([www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm))
  - "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
  - "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
  - Early Years Foundation Stage: Statutory Framework
  - Charities and Risk Management, The Charities Commission ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)).

3.4 A template risk assessment form is included at Appendix 1 to this guidance, the document can be used by staff and amended and adapted it as they require. Previous examples of risk assessments are also available on the school extranet and may be used to assist staff in planning activities. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

3.5 Risk assessments will follow the guidance from HSE regarding the general conduct and approach to assessing risk which is summarised as follows:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

3.6 The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

3.7 The Headmaster, SMT, Bursar, EVC, Heads of Department and line managers will be responsible for the maintenance of risk assessment records for their respective areas.

3.8 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
- annually if for no other reason

3.9 A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

#### 4. **Monitoring and Evaluation**

The Bursar will be responsible for ensuring that this policy is monitored and evaluated through the school. This will be undertaken through review and reports from the school consultants on H&S and Fire, reports received from Deputy Head Pastoral, Head of Boarding and Pre-Prep Coordinator, Site Manager and other staff.

#### 5. **Links with other School Policies**

This policy exists alongside and supports other school policies and has particular links to the school H&S Policy.

**Appendix 1: School Risk Assessment**

**ORWELL PARK SCHOOL RISK ASSESSMENT TEMPLATE DOCUMENT**

\*L = Likelihood C = Consequence (use low - medium - high grading). It is intended that all risks are reduced to “Low” by the combination of control measures and additional controls, if staff are concerned with the level of residual risk they should contact Bursar, Head of Activities/EVC, Site Manager or Headmaster to discuss the matter and seek further support.

Risk assessment should be viewed as a dynamic process and be reviewed in light of local conditions, weather forecast and changes in circumstances ahead of the intended activity/practice.

<b>ACTIVITY or FACILITY: –</b> <b>Specific</b>		<b>CONDUCTED BY:</b>			<b>DATE COMPLETED:</b> <b>Date Reviewed</b>	
<b>Hazard</b>	<b>Who may be harmed</b>	<b>Risk L*</b>	<b>Risk C*</b>	<b>Present control measures</b>	<b>Additional control measures/concerns</b>	<b>Residual Risk level (combined L &amp; C assessment)</b>


**Approval**

**Additional requirements:**

.....  
.....

**Name**

**Position:**

**Signature:**

**Date:**

## **Appendix 2: Areas Requiring Risk Assessment (non-exhaustive)**

### **RISK ASSESSMENTS PRODUCED BY THE SCHOOL**

#### **Educational Activities**

- Science experiments
- Design & technology
- Food technology
- Sport and PE activity (use of facilities and specific activities)
- Activities (including school activities carousel), including the following:
  - Assault course
  - Canoeing
  - Sailing
  - Climbing
  - Camping
- Creative and performing arts
- Music
- Drama & dance
- General classroom
- Educational Visits
- Boarding
- EYFS
- Visiting speakers

#### **General Areas**

- Maternity/Expectant Mother
- Personal risk assessment
- Young person's risk assessment
- Personal evacuation plans
- Catering and cleaning
- Caretaking and security
- Caretakers
- Grounds
- Office
- IT

#### **Other**

- Fire
- Legionella
- Asbestos
- COSHH
- PAT
- Ladders
- On site and other activities