

# RISK ASSESSMENT POLICY

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## Preface

This policy sets out how Guildhouse London identifies and manages risks on and off site that may affect the health, safety and welfare of staff, students, visitors or contractors. This is in accordance with the requirements of the Health and Safety at Work Act 1974, the more specific duties contained within the Management of Health and Safety at Work Regulations 1999 and ISSR Part 3.

## Aims

- To provide a safe and healthy working environment for staff, students and visitors.
- To comply with the requirements of Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999.
- To ensure Risk Assessments are systematically conducted for all buildings and relevant activities of the school.
- To ensure any risks are identified and either eradicated or minimised.
- To comply with the ISI guidelines on Risk Assessment.

## Definitions

- A suitable and sufficient Risk Assessment is an assessment that is proportionate to the risk and ensures all relevant hazards have been assessed and addressed, complying with statutory requirements, taking into account existing control measures and identifying any further necessary or advisable precautions or actions.
- A **Risk Assessment** is an analysis of what, in your work, could cause harm to people (including people themselves), so it can be weighed up whether current precautions are enough or whether further measures should be taken to prevent harm.
- A **hazard** is anything that may cause harm, e.g. electricity, fire, chemicals, working at height, slippery steps, etc. This is not limited to physical harm.
- A **risk** is the chance, high or low, of that someone could be harmed, and an indication of what that harm could be and how severe.
- **Risk Rating** is the overall judgement of the level of risk arising from the hazard and the likelihood of that occurring. Low, medium, or High.

## Responsibilities of staff

- Employees are responsible for assisting and complying with findings or actions listed in relevant Risk Assessments.
- Heads of Departments or relevant line managers are responsible for making sure they effectively train their staff if required to complete a Risk Assessment and communicate outcomes to their staff if impacted by a Risk Assessment.
- Line managers are responsible for conducting a person Risk Assessment if a person starts work before receipt of their Disclosure and Barring Service (DBS).

- The Operations Manager is responsible for ensuring Risk Assessments are undertaken and ensuring anyone tasked with completing Risk Assessments (e.g. the EVC) are suitably trained to do so.
- The Operations Manager, in consultation with the Head and the Proprietor, is responsible for authorising Risk Assessments, ensuring control measures highlighted from Risk Assessments are suitably communicated to the relevant department heads.
- The Operations Manager is responsible for all Risk Assessments associated with the premises/estate.
- The Assistant Head: Boarding is responsible for ensuring all residence Risk Assessments are communicated to all house parents and acted upon where further action is deemed necessary by the Risk Assessment.
- The Senior Leadership Team are responsible for the 'Risk Register' – an organic document that assesses all existing/evolving risks as part of the student experience/welfare.
- The Sports and Activities Officer/EVC Co-ordinator is responsible for all Risk Assessments pertaining to school activities and outings.
- That Risk Assessments pay particular attention to key areas of risk and student welfare.

## Responsibilities of students and visitors

- **Awareness and Compliance:** Students and visitors must be aware of and comply with all health and safety policies and procedures while on school premises.
- **Reporting Hazards:** Any hazards or unsafe conditions observed must be reported to a member of staff immediately.
- **Participation in Training:** Students are required to participate in any health and safety training provided by the school.
- **Following Instructions:** All instructions given by staff regarding health and safety, including during emergency procedures, must be followed.
- **Use of Equipment and Facilities:** Equipment and facilities provided for safety must be used correctly, and any defects or issues should be reported.
- **Personal Conduct:** Behaviour that endangers oneself or others is prohibited.
- **Identification:** Visitors must wear identification badges provided by the school and sign in and out at the reception.

## Principles of Risk Assessment

- **Identify the hazard.** e.g. tripping hazards, fire, chemicals, electricity, interaction with adults (including those who are on the school roll).
- **Decide who could be harmed.** e.g. staff, contractors, students (U19 and O19 YO's), visitors. Particularly consider groups or individuals that could be at greater risk e.g. those with disabilities. Staff have a responsibility to report to their line manager any

temporary or permanent disability or health condition which would mean they were at greater risk.

- **Evaluate the risk arising from the hazard and list existing precautions, consider whether existing precautions are sufficient or should further precautions be taken.** Even after all precautions have been taken, usually some risk remains. Consider that all legal requirements are met, e.g., statutory fire regulations. statutory inspections of plant and equipment, relevant training provided. **Decide whether the risk that remains is high, medium or low.**
- **Record findings.** Using Risk Assessment form (such as **appendix 1**) List the hazard found, who may be harmed, how may they be harmed, what actions are already in place, what further action needs to be taken, by when and by whom, and your evaluation of the risk.
- **Review assessment and revise if necessary.** A date should be set for review, e.g. three monthly, six monthly, annually. Assessment would need to be re-visited before the review date if, for example, there are any changes to structure, activities or introduction of new equipment if this would introduce significant new hazards. For example, any activity or change that would require the fire Risk Assessment to be reviewed and updated.

## Related Policies

Health & Safety Policy

## Appendices

### Appendix 1: Risk Assessment Proforma

A link to the Risk Assessment Proforma:

<https://catscolleges.sharepoint.com/:b:/r/sites/Public/Health%20%20Safety/Health%20%26%20Safety%20Policies%20-%20Public/Forms/Forms%201.0%20Risk%20Assessment%20Master.pdf?csf=1&web=1&e=Jtc hE1>



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