

Overarching Risk Assessment Policy

This policy is the responsibility of the Bursar and will be reviewed biennially.

Introduction

The purpose of this policy is to enable the School to meet its duty of care to pupils, staff and others by promoting a culture of risk assessment to mitigate, as far as is reasonably practicable, the risks arising from School activities.

This guidance is applicable to all those with responsibility for developing / implementing this risk management strategy, those undertaking or reviewing risk assessments for activities which are under their control and all staff undertaking activities that have been risk assessed.

Aims & Objectives

Aim: The aim of this policy to protect the health, safety and wellbeing of pupils, staff, visitors and others, in all activities undertaken by the School, by establishing a robust system to assess potential risks and then put in place suitable mitigation plans, in order to provide as far as is reasonably practicable, a safe and secure environment.

Objectives:

- To identify those in the school responsible for conducting risk assessment, their monitoring, associated training and implementation;
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be risk;
- That identified control measures are implemented to control risk so far as is reasonably practicable;
- That those affected by school activities have received suitable information on what to do; and
- To ensure that risk assessments are formally recorded and where necessary reviewed.

MSJ Approach to Risk Management

The School's approach to risk management and internal controls may be summarised as follows:

- The Governors have oversight of risk management within the School as a whole through this policy;
- The SLT prepares policies for Governors' approval and implements such policies as they are approved by the Governors;
- Each member of SLT is responsible for fostering good risk management practice throughout the School and particularly within their area of responsibility; and
- The management of risk is a whole School responsibility.

All staff are responsible for:

- Assisting with and participating in the process of risk assessment; and
 - Reporting any risks or issues as appropriate.

Heads of Department (or equivalent line manager including trip/activity leaders) are responsible for:

- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate; and
- Informing the Senior Leadership Team (SLT), if any risk cannot be minimised to an acceptable level.

All parties involved in the process will adopt an open and receptive approach to solving risk problems.

The process is about achieving the effect of mitigating risks and not simply a paperwork exercise.

Supporting Detail

Hazard: A hazard is something with the potential to cause harm.

Risk: A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring and an assessment of the potential impact should the hazard actually occur.

Risk Assessment (Process): The risk assessment process is a tool for conducting a formal examination of the potential harm or hazard to the School community that could result from a business activity or situation, and an assessment of the severity of the outcome (e.g. loss of life, destruction of property) were the situation to occur. Measures to prevent the situation occurring can then be put in place.

By focussing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

The process within the School is as per the Health and Safety Executive's Five Steps to Risk Assessment, which includes the following steps:

- Identify the hazards;
- Decide who might be harmed and how;
- Evaluate the risks and decide on precautions or '*Risk Control Measures*' to be adopted;
- Recording significant findings (in a *Risk Assessment (Record)*); and
- Reviewing assessments and update (formally or informally) if necessary, especially during the activity if unforeseen hazards arise.

Risk Control Measures: Risk control measures are the measures, actions and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

Risk Assessment (Record): Where hazards have been identified with a proposed activity a written risk assessment is required to demonstrate that prior planning and preparations have taken such hazards into account and appropriate (risk) control measures have been put in place.

MSJ uses a standard format for risk assessments through the Smartlog software package. Staff are advised to always consider the specific risks related to their activities, this is particularly important if using a template from the software or updating an existing risk assessment.

A risk assessment (record) will be considered suitable and sufficient if:

- All significant hazards are identified;

- The persons who might be harmed, and how, are identified;
- An adequate evaluation of the risk is carried out;
- Suitable control measures are identified which are adequate to mitigate any residual risk to an acceptable level; and
- The assessments are up to date and kept under review.

Once a risk assessment has been completed, the identified risks and control measures must be communicated to associated staff and others, to enable their co-operation and informed decisions. Such communication may be done verbally, for example during a trip planning meeting or, where appropriate, more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting. A risk assessment being stored in Smartlog alone is not adequate.

A PDF of the Smartlog risk assessment must accompany any external activity/event and be signed by:

- Chair of Governors – Overseas trip;
- Head – UK Residential trip and Overseas trip;
- Bursar – in School activities, employee/pupil assessments and overseas trips;
- Senior Deputy Head – day trips.

Areas of Risk: The school has identified its key risk areas and the policies and procedures that are designed to mitigate that risk. In addition, some topic specific risk assessments are required by legislation for example those concerning fire safety, pupil supervision, school trips etc.

A list of the key areas (non-exhaustive) which will require risk assessment is included at Appendix 1.

Reviews: A review of risk assessments will take place:

- 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;
- Where there are changes in good practice;
- Where there are legislative changes;
- Annually for no other reason

Appendix 1 - Examples of Areas requiring Risk Assessment

This is not an exhaustive list.

Safeguarding Risk Assessments

The School maintains and enforces a Recruitment, Selection and Disclosures Policy along with its Safeguarding Policy. A risk assessment will be completed in the exceptional cases where a member of staff or volunteer is permitted to start work by the Head prior to an enhanced DBS check being in place without confirming the appointment. In such circumstances the following requirements must be met:

- their Enhanced DBS application has been made in advance and has been dispatched to the DBS and the application's approval is imminent;
- a separate check has been completed against the Barred List, if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) has been completed before they start work;
- all other recruitment checks have been completed, including a minimum of two references;
- the member of staff is supervised at all times whilst on campus by someone that has completed all the required vetting checks. The member of staff will be required to sign a declaration that they understand and agree to the supervision arrangements. Such arrangements will be reviewed fortnightly until such time as the Enhanced DBS check has been received;
- a supervision agreement has been signed off by the Head;
- the safeguards are reviewed daily by the HR department on behalf of the Head and the designated supervisor;
- a note is added to the SCR and evidence is kept of the measures put in place;
- the person will sign in as a staff member but will be issued with a red lanyard.

Visitors Risk Assessment

A visitor to the School may be a parent, prospective parent, supplier, or any other external person/business representative. While the School welcomes visitors to site, at the same time it has a requirement to ensure the safety and security of pupils. As a result, a risk assessment may be required as per the School's Visitor Policy. The member of staff sponsoring a visit, visitor or event, is responsible for ensuring risk assessments are completed as per the Visitors' Policy.

Shared Areas Risk Assessment

Parts of the school site are shared with the public (Sports Centre, Dome and Swimming Pool) to make good use of our resources and therefore the school must ensure that the safety and security of pupils in these areas is paramount. As a result, the Risk Assessments for the shared areas must include the management of the public. As part of a wider contribution to enhance the Risk Assessments, the School displays signage around the site to limit public access and remind pupils and staff that members of the public could be around. Access to some areas are limited to certain times of the day to further reduce risk.

Work Activity Risk Assessments

Routine workplace activities by all staff where there is a perceived significant risk will have a suitable and sufficient written risk assessment provided. The assessment for work activities will consider all significant hazards associated with a work task which takes into account, but not exclusively, manual

handling, working at height, lone working, working in confined spaces, controlling hazardous substances, working with tools and machinery, display screen equipment, and pregnant members of staff.

Examples of areas requiring such assessments include:

- Catering;
- Housekeeping;
- Estates;
- Transport;
- Sports;
- Sports Centre.

Heads of departments/Line Managers are responsible for ensuring appropriate risk assessments and subsequent reviews are carried out for all work activities, and for ensuring the content is communicated to all affected persons.

Curriculum Risk Assessments

Risk assessments are to be carried out for all curriculum activities either inside or outside of the classroom. A written risk assessment is to be provided for all significant identified hazards resulting from the activities or the classroom, or outside environment. Heads of Subject are responsible for ensuring these risk assessments are carried out and reviewed as necessary by the Deputy Head Academic.

All teaching and supervisory staff involved with the curriculum activity are to be made aware of the requirements of the risk assessments and are to acknowledge their understanding by signing and dating the document.

School Context Risk Assessments

As an all-through single sex girls' school, we have reviewed our pupils' educational and personal development experiences to ensure a balanced approach is provided for pupils to appreciate different gender perspectives and issues, and to gain the opportunity to mix with boys through social interaction. These are reviewed by the Head together with the Deputy Heads Academic and Pastoral.

Individual Pupil Health Risk Assessments

Where pupils have specific health requirements and needs, school activities and programmes will be risk assessed with the support of clinicians and a care plan created by the Head of Year, and/or Health and Wellbeing Centre, with parental input to ensure the pupil's safety. These are reviewed by a member of the Safeguarding Team and shared as necessary.

Personal Emergency Evacuation Plans

A Personal Emergency Evacuation Plan (PEEP) is used to document how people will be evacuated when they have difficulty responding to a fire alarm or escaping from a building unaided, in the event of an emergency.

PEEPs are particularly relevant for some pupils (or indeed staff) with mobility and/or sensory impairments (visual/hearing). Additionally, depending on the nature/severity of the impairment, in some limited circumstances it might be relevant to create a PEEP for pupils with other disability types. PEEP should be distributed to all relevant teachers and colleagues who may be involved in the supervision of an emergency evacuation. Templates are available on the Home Page of Sthe taff Shared Resources Team.

Premises Risk Assessment

The premises include the fabric and systems of all building, structures, roads, paths and steps, trees and general areas of the grounds. The Estates and H&S Manager will ensure suitable and sufficient risk assessments are carried out and reviewed for any perceived hazards with priority actions to mitigate against the identified risks.

Some hazards associated with premises will fluctuate due to external factors such as weather conditions. Persons likely to be affected by these hazards will be notified as necessary.

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially hazardous areas, such as cleaning cupboards or boiler rooms, the swimming pool, the Science Laboratories, the Design and Technology Centre, the Drama Centre etc. without appropriate supervision. Doors to these areas are kept locked when not in use. Pupils are only allowed access if risks are suitably controlled or accompanied by a member of staff. These whole school risk assessments will be reviewed annually by the Bursar and the Head with support from the Governing body. The Pupil Access to Risky Areas should be read in conjunction with this policy.

Risk Assessment for Boarding Accommodation

Housemistresses will produce risk assessments to identify any significant hazards associated with the girls' living within boarding accommodation or its immediate surrounding area. This will include some activities undertaken outside the boarding area where the house staff do not supervise the activity (e.g. individuals out running or allowed to go shopping in Malvern/Worcester unaccompanied).

The Housemistress is responsible for ensuring year group staff are aware of, and understand the requirements of the risk assessment, and to ensure the document is reviewed at the appropriate times. All house staff are to acknowledge their understanding of the requirements of risk assessment by signing and dating the document. When completed, a copy of the risk assessment is to be forwarded to the Bursar.

Risk Assessments for Visits and Off-Site Activities – Educational Visits

Staff organising educational visits and off-site activities are to thoroughly plan all aspects of the proposed visit or activity, as per the Educational and Recreational Visits Policy. A suitable and sufficient risk assessment is an integral part of this plan and every visit is to be supported by one.

Persons producing a risk assessment must have sufficient knowledge of a particular venue to ensure all potential hazards can be satisfactorily identified, and if necessary and, or practicable, visit the venue beforehand.

Where organisations to be visited offer their own risk assessments because of the specialist nature of the venue or activity, the visit leader must satisfy themselves that the provided risk assessment is of adequate quality and appropriate for the proposed group.

Requirements for Contractors engaged on behalf of the School

If a contractor is employed to undertake work on behalf of the School the person engaging the contractor must ensure appropriate arrangements are in place before work starts. The requirements include:

- A suitable and sufficient risk assessment and method statement (RAMS) that covers the work is provided by the contractor;
- Copies of Public and Employers Liability Insurance are provided by the contractor;
- Liaison with MSJ insurers for project works and ensuring any requirements are followed by the contractor;
- Safeguarding arrangements are adhered to and the contracting member of staff must liaise

with the Health and Safety Officer to ensure appropriate vetting checks are in place for the contractor staff, or arrangements for suitable supervision of the contractor.

These requirements apply to contractors undertaking work at all times (including school holidays).

Risk Assessments for Events at the School

Planning for significant events at School will also require a risk assessment. The Event Organiser should consider the following (please note this list is not exhaustive) with support from the Health and Safety Officer:

- safety of temporary structures
- sufficient lighting
- safe access and egress
- first aid provision and equipment
- recording of accidents/incidents
- fire safety arrangements and venue capacity limits
- segregation of pedestrians and vehicles (Inc. parking arrangements)
- Safeguarding requirements

When completed, a copy of the risk assessment is to be forwarded to the Bursar.

Risk Assessments for Commercial Lets

The Business Development Manager will produce risk assessments to identify any significant hazards associated with the activities associated with the commercial lets use of MSJ buildings and facilities. The Business Development Manager will liaise with the relevant managers across the School as letting activities determine. All hirers are to acknowledge their understanding of the requirements of the risk assessments by signing and dating the documents.

Risk Assessments for Sports Centre Activities

The Sports Centre Manager will produce risk assessments to identify any significant hazards associated with the activities operated at the Sports Centre relating to community use of the facilities. The Sports Centre Manager will liaise with the Director of Sport and the Outdoor Pursuits Co-ordinator as activities at the centre determine. All sports centre staff are to acknowledge their understanding of the requirements of the risk assessments by signing and dating the documents.

Technical Risk Assessments

Technical risk assessments are provided for infrastructure systems as required by the relevant regulations in order to comply with statutory requirements. These are reviewed with the external audit to ensure compliance.

Fire Risk Assessments

Fire risk assessments are provided for all School buildings in accordance with Article 9 of Regulatory Reform (Fire Safety) Order 2005. The Head, as the designated Responsible Person, is responsible for ensuring suitable and sufficient fire risk assessments are provided for all the School buildings including the Boarding houses, and oversees with the Bursar that the task is undertaken by the Estates and H&S Manager. The assessments will be reviewed by the Head and the Bursar when there has been significant change that impacts fire safety, when they are no longer valid, following an incident, or at least annually. Detailed arrangements for fire safety are set out in the Health and Safety Procedures.

Legionella Risk Assessments

In accordance with The Control of Substances Hazardous to Health Regulations 2002 and Approved Code of Practice for the Control of Legionella in Water systems L8, risk assessments are provided to identify potential sources where legionella bacteria could proliferate. The Head is responsible for ensuring these risk assessments are carried out. In practical terms this task is undertaken by the Estates and H&S Manager, on behalf of the Bursar. Detailed arrangements for the control of legionella are set out in are set out in the Health and Safety Procedures. The assessments will be reviewed by the Head and the Bursar when there has been significant change that impacts safety and at least annually.

Asbestos Risk Assessments

In accordance with The Control of Substances Hazardous to Health Regulations 2002 and The Control of Asbestos Regulations 2012, no work in areas where asbestos has been identified, or where asbestos containing material is suspected, will take place unless a suitable and sufficient assessment of the area to determine the presence and type of asbestos, and a suitable and sufficient assessment of the risk created by potential exposure has been carried out. The Estates and H&S Manager will arrange such risk assessments on behalf of the Bursar in conjunction with licenced asbestos consultants.

COSHH Risk Assessments

The School will not allow any work or activity to be carried out which is liable to expose any pupil or staff to any substance hazardous to health unless a suitable and sufficient assessment of the risk created by that work or activity to the health of pupils or staff has been carried out. The assessment will identify control measures necessary to meet the requirements of the regulations which are to be effectively implemented.

Heads of Departments must be aware of all hazardous substances used or produced by the work or activity undertaken by the department. They are responsible for producing written COSHH risk assessments as deemed necessary, and for ensuring these assessments are brought to the attention of any persons liable to exposure to the substances.

Copies of completed COSHH risk assessment are to be forwarded to the Health and Safety Officer.

Display Screen Assessments

Regulations require the School to protect employees from any risks associated with Display Screen Equipment (DSE) (i.e. computers and laptops). These regulations only apply to employees who 'habitually use DSE as a significant part of their normal work' (daily for over 75% of the day and for continuous periods of 90 minutes or more). The Regulations do not apply to workers who use DSE infrequently or for short periods of time. For staff that are classed as DSE users, the School will:

- analyse workstations to assess and reduce risks;
- make sure controls are in place;
- provide information and training;
- provide eye and eyesight tests on request;
- review the assessment when the user or DSE changes.

Authorised by

Board of Governors of Malvern St James Girls' School

Signature

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Date

2 December 2024

Effective date of the Policy

2 December 2024

Review date

Autumn Term 2026