



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

Risk Assessment Policy

Reviewed Oct 17



OLD BUCKENHAM HALL

Risk Assessment Policy

Introduction:

This Policy also applies to the Pre Prep and EYFS.

This policy is intended to act as guidance to staff to help ensure:

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

Guidance:

This Policy to be read in conjunction with the Health & Safety Policy.

This guidance is applicable to general risk assessment. There are some areas where more specialist skills are required, eg asbestos, fire, water quality and hazardous substances. These areas are the responsibility of the Business Manager and Estates Manager. Teaching area risk assessment are the responsibility of the subject leader.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory.

What is Risk Assessment?

Risk assessments take into account:

- 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

The risk assessment process consists 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

Risk assessments should 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

A list of areas (non-exhaustive) which require risk assessment at OBH are:

- Fire – the Bursar & Estates Manager
- Legionella (includes water testing) - the Bursar & Estates Manager using external expertise
- Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) –the Catering Manager/Chef & House Keeper
- Grounds maintenance (including use of pesticides and COSHH)- Estates Manager
- Maintenance functions - Estates Manager
- Asbestos Register- the Bursar/Estates Manager using external expertise
- General Classroom – teachers
- Boarding accommodation – House Parents
- On- site Activities – staff
- Site and security – Bursar & Estates Manager
- HR related ie: maternity & health – Bursar
- Safeguarding, including PREVENT – Head of Pastoral Care/SDL
- Responsibility for ensuring that up to date risk assessments are maintained and reviewed for teaching in the following areas:
 - Science (including COSHH and flammable materials) – Head of Science
 - All outdoor games – Head of PE
 - Swimming – Head of PE
 - Athletics– Head of PE
 - Art (including COSHH and flammable materials) – Head of Art
 - Music – Director of Music
 - Design Technology (including COSHH and flammable materials) – Head of DT
 - All visits and trips -Educational Visits Officer (EVO)

Responsibilities:

The Bursar is our designated member of staff for Health & Safety. The Bursar, Assistant Bursar and Head provide guidance, training and assistance to staff to enable them to write and review risk assessments.

For monitoring purposes, when a member of staff writes a risk assessment or prepares their risk assessments for an external visit, they send it/them to either the Bursar or, in the case of Educational Visits, the EVC for approval.

Monitoring & Review:

This policy is to be monitored by the Bursar and the Estates Manager. It is to be reviewed at least annually by the Health & Safety Committee at its Michaelmas Term meeting.

TO'S

Oct 2017

This is an interim review following a change of personnel and structure in the bursary. The Bursar will be responsible for this policy from Oct 2017 and a full review will take place in April 2018

Appendix 1 – Proforma Risk Assessment

OLD BUCKENHAM HALL SCHOOL – RISK ASSESSMENT

No:

Activity:

Review Date:

Persons at Risk:

Staff and Pupils

IDENTIFIED HAZARDS	SEVERITY	LIKELIHOOD	RISK SCORE Sev x Like'	CONTROL MEASURES	RESIDUAL RISK*
	1 Negligible	1 Improbable	If Risk Score is more than 9 – further immediate assessment is needed	What is in place to reduce the risk score?	
	2 Minor injury	2 Possible			
	3 Major injury	3 Occasional			
	4 Single death	4 Frequent			
	5 Multi death	5 Certainty			

*this is the risk which remains after suitable & sufficient control measures are in place

On Going Risk Assessment notes - Please make note of any changes to be made for the future

For Bursary: Number Logged

Appendix 1

