



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

Risk Assessment Policy

OBHP12

Policy owner: Director of Finance and Operations
Date of issue: August 2019
Date last reviewed: August 2023
Next review due: August 2024

Risk Assessment Policy

Introduction:

This Policy also applies to the Pre Prep and EYFS.

Risk assessments are required by the Management of Health and Safety at Work Regulations 1999. 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 and training also have access to personal protective equipment when appropriate for specific tasks.
- That risk assessments are recorded and reviewed annually and shared with the relevant staff

Guidance:

This Policy is 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, e.g. asbestos, fire, water quality and hazardous substances. These areas are the responsibility of the Director of Finance and Operations and the Estate 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?

A risk assessment is a systematic method of looking at the school environment and activities to identify things that could happen or go wrong and cause injury or ill health, and deciding on the actions needed to prevent this. It is not always possible to remove all the risks, but they should be reduced or minimised to an acceptable level.

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

Old Buckenham Hall Risk Assessment Register:

The Site	
Asbestos	Completed by specialist contractor (TBC)
Fire Safety	Fire Risk Assessment completed by contractor
Legionella	Completed by specialist contractor
Building integrity e.g. roof tiles, brick work, windows, ceilings	Whole School Building & Site Safety/Integrity Risk Assessment
Contractors working on site	Contractors Working on School Premises Risk Assessment
Mains electricity	Whole School Building & Site Safety/Integrity Risk Assessment
Biomass Boiler & Oil tanks	Whole School Building & Site Safety/Integrity Risk Assessment
Bulk LPG / calor gas storage tanks	Calor Gas Tanks Risk Assessment
Glazing and window safety	Whole School Building & Site Safety/Integrity Risk Assessment
Doors - finger trapping risks	Whole School Building & Site Safety/Integrity Risk Assessment
Site and building security	Site Security Risk Assessment

Trees	Whole School Building & Site Safety/Integrity Risk Assessment Tree Survey contractor risk assessment
Vehicle movements on site	Vehicles and Pedestrian Segregation Risk Assessment
Water temperature	Whole School Building & Site Safety/Integrity Risk Assessment Legionella specialist contractor risk assessment
Hazardous waste, e.g. scientific, sanitary, sharps & medical waste	Whole School Building & Site Safety/Integrity Risk Assessment Medical Room Risk Assessment
Paths, walking routes and steps	Whole School Building & Site Safety/Integrity Risk Assessment
Playing fields, pitches, courts, & jumping pits	Whole School Building & Site Safety/Integrity Risk Assessment
Play grounds and outside play areas	Whole School Building & Site Safety/Integrity Risk Assessment
Grassed and paved areas e.g. lawns and courtyards	Whole School Building & Site Safety/Integrity Risk Assessment
Onsite roads and car parks	Whole School Building & Site Safety/Integrity, Car Parks and Onsite Roads Risk Assessments
External fire escapes	Whole School Building & Site Safety/Integrity Risk Assessment,
Refuse areas	Whole School Building & Site Safety/Integrity Risk Assessment
Ponds	Whole School Building & Site Safety/Integrity Risk Assessment
Wooded areas and shrubberies	Whole School Building & Site Safety/Integrity Risk Assessment
Communal areas in the buildings:	
Boarding accommodation Entrances, corridors and staircases,	Boarding Houses Risk Assessments Corridors, Stairs and General Circulation Risk Assessment
Toilets, cloakrooms, changing rooms and showers	PE Risk Assessment
Staffroom	Offices and Staffroom Risk Assessment
Reception areas	Offices and Staffroom Risk Assessment
Teaching areas:	
Labs & prep rooms,	Science Risk Assessments
DT workshops & prep rooms	DT Risk Assessments
Food Studies	Food Studies Risk Assessment

Art studios & textiles rooms,	Art Rooms Risk Assessment
Music rooms, practice rooms	Music Risk Assessment
Britten Hall & Sports grounds	PE Risk Assessments
Productions and Performance Hall,	Drama and Productions Risk Assessment
Swimming pool	PE Risk Assessments, Pool NOP
Department Classrooms	Classics, English, Geography, History, Maths, French, Risk Assessments
Library	Library Risk Assessment
ICT Lab	ICT Risk Assessment
Theatre, sound and lighting control, Moveable walls and seating	Drama/Music Risk Assessment, External Contractor annual inspection
Other areas	
Kitchen and servery	Kitchens and Serveries Risk Assessment
Medical room	Medical Room Risk Assessment
Provision of first aid, use of defibrillators and care for sick pupils	First Aid Risk Assessment
Offices	Office Areas Risk Assessment
Server room & Site WiFi	Site IT Risk Assessment
Boiler rooms, plant rooms, electrical intake rooms	Whole School Building & Site Safety/Integrity Risk Assessment and Contractor Risk Assessment
Estates Team Storage sheds and garages Cellars	
Use of computers /lap tops/ tablet (DSE)	Individual staff display screen equipment assessments and ICT equipment Risk Assessment
Other Activities	
Playtimes (Pre Prep pupils)	EYFS Risk Assessment
School transport & minibus services	Driving at Work Risk Assessment, Vehicles and Pedestrian Segregation Risk Assessment
Regular enrichment activities	Dep. Head oversees activities & trips Risk Assessments
Cleaning activities	Cleaning Risk Assessments: Collecting Rubbish, Dusting, Polishing, Floor Scrubbing, General Cleaning, Hoovering, Mopping
Ground-keeping activities	Estates Team Grounds Maintenance Risk Assessment
Premises / site team activities	
Swimming pool management and maintenance	Pool Risk Assessment
Pool activities	PE Risk Assessment, Pool NOP

Plant room activities	Pool Risk Assessment
Dealing with trespassers and intruders	Lone Working Risk Assessment
Maintenance activities	Estates Team & Grounds Maintenance Risk Assessments
Opening & locking up	Security and Lone Working Risk Assessments
Collecting litter/waste, storing refuse	Cleaning Risk Assessments
Window cleaning	Contractor Risk Assessment
Snow clearance	Whole School Building & Site Safety/Integrity Risk Assessment,
Work at height	Working at Height Risk Assessment,
Lone working	Lone Working Risk Assessment
Manual handling	Manual Handling Risk Assessment, Department Risk Assessments
Use and storage of equipment	
Playground equipment	Playground equipment Contractor Risk Assessment,
Sports & PE equipment	PE Risk Assessments
DT equipment	DT Risk Assessments
Science equipment	Science Risk Assessment
Equipment in theatres, stages	Drama Risk Assessment
Interactive projectors and whiteboards	Department Risk Assessments, ICT Risk Assessment
Minibuses and other school vehicles	Driving at Work Risk Assessment
Height access equipment, e.g. steps, ladders, towers etc.	Working at Height Risk Assessment
Maintenance equipment	Estates Maintenance Risk Assessment
Catering equipment,	Kitchens and Serveries Risk Assessment
Ground keeping equipment/chemicals,	Grounds Maintenance Risk Assessment
Cleaning chemicals	Cleaners COSHH Risk Assessments
Swimming pool chemicals	Pool Risk Assessment
Chemicals and substances used in Art and DT	DT/Art COSHH Risk Assessments
Chemicals and substances used in Science	Science COSHH Risk Assessments
Chemicals and substances used by Estates Team	Estates Team COSHH Risk Assessments

LPG	Whole School Building & Site Safety/Integrity Risk Assessment, Calor Gas Tanks Risk Assessment
Lettings - regular and one offs	
Open days	Opening Morning Risk Assessment
Sports days	Event Risk Assessment: Sports Day
Parent's evenings	Parents Evening - Event Risk Assessment
Drama productions	Drama Production - Event Risk Assessment
Careers fair	Exhibitions Risk Assessment
Summer festivals and Christmas fairs	Event Risk Assessment, Summer Festival and Christmas Fete - Event Risk Assessment
Fire Works Evening	Event Risk Assessment, Fire Works Evening
BBQs	Specific Risk Assessment- BBQ
Cake sales	Risk Assessment Sale of Cakes
Balls	Ball - Event Risk Assessment
Quiz nights	Quiz - Event Risk Assessment

HR related activities	
Maternity	Maternity Risk Assessment
Pupil Safeguarding	Recruitment Risk Assessment
Stress - a whole school risk assessment	Stress Risk Assessment
Lone working	Lone Working Risk Assessment

Responsibilities:

The Director of Finance and Operations is our designated member of staff for Health & Safety. The Director of Finance and Operations with the Headmaster 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 The Deputy Head and Headmaster for approval.

Monitoring & Review:

This policy is to be monitored by the Director of Finance and Operations and shared with the Heads of Departments/Estate Manager/Catering Manager and Domestic Manager. It is to be reviewed at least annually and shared with the Health and Safety Committee during the Michaelmas Term meeting.

Appendix 1 - Proforma Risk Assessment

OLD BUCKENHAM HALL SCHOOL - RISK ASSESSMENT

No: _____

SEVERITY - the most likely worst case scenario that could result from the hazard
 Catastrophic - 5 (multiple death)
 Major - 4 (single death or permanent disability)
 Moderate - 3 (broken bones, several days off work)
 Minor - 2 (basic first aid treatment required)
 Insignificant - 1 (minor scratch or bruise)

LIKELIHOOD of the risk occurring
 Certainty - 5 (could happen at any time and on any day)
 Probable - 4 (could happen perhaps once a term)
 Likely - 3 (could happen perhaps once a year)
 Conceivable - 2 (might happen perhaps once in 5 years)
 Improbable - 1 (will probably never happen)

SEVERITY

5
4
3
2
1

LIKELIHOOD 1 2 3 4 5

Activity: _____

Review Date: _____

Persons at Risk: Staff and Pupils

Next Review Date: _____

IDENTIFIED HAZARD	SEVERITY	LIKELIHOOD	RISK SCORE Severity x Likelihood	CONTROL MEASURES	RESIDUAL RISK SCORE*
	1 Insignificant	1 Improbable	If Risk Score is more than 9 - further immediate assessment is needed	What control measures are currently in place and any further measures required to reduce the risk score below 9?	*this is the risk which remains after suitable & sufficient control measures are in place
	2 Minor injury	2 Conceivable			
	3 Moderate injury	3 Likely			
	4 Major single death	4 Probable			
	5 Multiple deaths	5 Certainty			

Name of assessor: _____ Signature: _____ Date: _____

Signatures of all department staff after reading this risk assessment: _____ Date: _____