



# **Plymouth College & Plymouth College Preparatory School Risk Assessment Policy**

## **1 Scope**

This policy is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control in Plymouth College (PC) and Plymouth College Preparatory School (PCPS). This includes the requirements of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

## **2. Roles & Responsibilities**

- 2.1 The Governor with responsibility for H & S, is tasked with monitoring H & S arrangements, including; risk assessment.
- 2.2 Risk assessments for academic activities including assessments for supervision, school trips and Outdoor Education are covered in the school Outdoor Education, Visits and Offsite Activities Policy and these are the responsibility of the Senior Deputy & Assistant Head and the Preparatory School Headmaster or Deputy Head.
- 2.3 Risk assessments for support staff operations, including on site temporary works are the responsibility of the Operations Director.
- 2.4 Specific risk assessments for activities included in appendix A are the responsibility of the Head of Department at PC and the member of staff in charge for the specific educational activity at the PCPS.
- 2.5 The H & S Manager at PC and the Headmaster at PCPS will maintain a risk assessment register and communicate identified controls for support staff to the Operations Director and where appropriate academic assessment information to the relevant members of the senior leadership team.
- 2.6 The relevant senior leadership team for PC & PCPS along with support of the H & S Manager will be responsible for the implementation of this policy.

### **3 Objectives**

The College will provide information to enable the management of risk assessment and prevent workplace incidents, in particular accidents and ill health. The risk assessment process will be carried out in such a way that it enables preventative and precautionary measures to be applied on a timely basis enabling risk to be eliminated or reduced to an acceptable level

This will be achieved through:

- 3.1 Suitable and sufficient risk assessments process for activities where there is likely to be significant risk.
- 3.2 Identification and implementation of measures to control risk so far as reasonably practicable.
- 3.3 That those affected by school activities have received suitable information on what to do.
- 3.4 That risk assessments are recorded and reviewed on an annual basis or as a result of change when appropriate.

### **4. Special Risk assessment**

Special case application of risk assessment will be carried out for specific groups or individuals these include:

- Young Persons
- Expectant and Nursing mothers
- Disabled workers
- Lone workers

### **5. Competence & Training**

- 5.1 All staff will receive guidance on risk assessment as part of the start of term induction process.
- 5.2 The Senior leadership team will identify those with responsibility for carrying out risk assessments and ensure that those responsible are provided with training and/or support from the H & S Manager. The risk assessment team will have the ability to interpret technical information and standards, be systematic in their approach and be capable of communicating findings in a comprehensive and relevant manor, these will include:-
  - The legal requirements with respect to risk assessment
  - Process of identifying hazards and evaluating risks
  - Identification and selection of appropriate control measures
  - Awareness of individuals limitations and requirement for specialist assistance
  - Access to sources of information, such as legal guidance, in house information and accident reports
  - Report writing skills

- Interpretation of regulations and standards
- Means available for disseminating the outcomes of the assessment.

## 6. Guidance

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. for asbestos, fire, water quality and hazardous substances, there is separate expertise engaged.

6.1 General use classroom check sheets are in place and available on the College intranet for non-specific related assessment guidance. Department heads / PS SMT will be responsible for communicating the controls arising from classroom checklists to the Operations Director or H & S Manager.

6.2 A quantitative system of risk assessment to evaluate risk and the adequacy of controls will be adopted by those responsible and prioritisation to identify the most significant or higher risk areas will be considered for first action. An example of the quantitative assessment can be found in annex B.

Template risk assessment documents are available on the college intranet.

6.3 Risk assessments will be carried out by the relevant competent selected Heads of Department / PS staff, and take into account:

- Evaluation of the risks arising from the hazards
- Evaluation of the likelihood of the hazard causing harm
- Identification of preventative and protective measures, existing controls to establish whether the risk is acceptable
- Risk rating - Assessment of the severity of the outcome of an event
- Control measures – Implementation of physical and procedural control measures to mitigate the risk to an acceptable level.

6.4 Risk assessments will consist of the following 5 steps:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks (likelihood, frequency and severity or consequence) and decide on precautions (adequacy of current controls and need for additional controls)
- Record the significant findings and implement them
- Review the assessment and update if necessary, for example, process or legislative change, or at least annually.

A list of areas (non-exhaustive) requiring specific risk assessment is included at Appendix A.

## Legal Requirements & Education Standards

### References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3  
(<http://www.isi.net/>)

B: Health & Safety Executive, Five steps to risk assessment  
(<http://www.hse.gov.uk/risk/fivesteps.htm>)

C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website.

D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

F: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

G: Early Years Foundation Stage: Statutory Framework

H: Charities and Risk Management, The Charities Commission ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk))

I: Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO ([www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk))

J: Home Office guidance on duties under the Counter Terrorism Act 2015  
([www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance))

K: Department of Education National Minimum Standards for Residential and Special schools (Boarding Schools April 2015)

N Bishop  
Director of Operations

Date Written: September 2017

Date for review: September 2018

## **Appendix A: Areas requiring specific risk assessment (non-exhaustive)**

### **Specific Educational Activities**

- Science experiments
- Design & technology
- Cookery
- Sport and PE activity
- Swimming/ Pool use
- Duke of Edinburgh award
- Outdoor Education
- Art
- CCF
- Music
- Drama
- On/ Off site event
- General
- COSHH

### **Specific Support Services activities**

- Catering
- Cleaning & Laundry
- Porting & Security
- Workplace Transport – Driving (Plymouth College Minibuses, vans) & On site pedestrian/ vehicular activities
- Maintenance activities including temporary works
- Gardening and landscaping
- Grounds
- Office
- COSHH

## Appendix B: Quantitative Risk Assessment – Evaluating risk and adequacy of controls

<b>Assessors Name:</b>	<b>Date of Assessment:</b>
<b>Location:</b> Whole School	<b>Reference No.</b>
<b>Comments:</b> Applicable to work activities conducted by Maintenance Department Staff	

DESCRIPTION OF WORK ACTIVITY / TASK
<p><b>All maintenance activities that involve the use of hop-ups/step-ups, ladders, stepladders, podiums and towers.</b></p> <p>Typical activities include for example:</p> <ul style="list-style-type: none"> <li>• Putting up signs, posters, displays</li> <li>• Replacement of light bulbs and fittings</li> <li>• Cleaning of windows, gullies and guttering</li> <li>• Painting and decorating, including preparation</li> <li>• Minor repairs to fixtures / fittings located at height</li> </ul> <p>If the allocated task is not covered by the above you must refer to either the Maintenance Foreman or the Health &amp; Safety manager before proceeding.</p> <p><b>The following are subject to separate specific risk assessment:</b></p> <ul style="list-style-type: none"> <li>• Use of fixed scaffolding to access / conduct work at height</li> <li>• Use of MEWPs to access / conduct work at height</li> <li>• Working on fragile surfaces</li> <li>• Working on roofs</li> <li>• All works in close proximity to overhead electrical cables</li> </ul>

REQUIRED ADDITIONAL ACTIONS				
Priority	Action	Who?	By When?	Current Risk Level for Premises
1	<b>Continue to periodically inspect all low level access equipment</b>			<input type="radio"/> High
2	<b>Continue to carry out workplace inspection and monitor good practice</b>			<input checked="" type="radio"/> Med <input type="radio"/> Low
3	<i>(Refer to risk assessment tables for further details)</i>			<input type="radio"/> N/A
<input checked="" type="checkbox"/>	Safe Working Procedure required?	<input checked="" type="checkbox"/>	Permit to work required? Specify type:	

Based on this risk assessment, the level of risk has been reduced as far as reasonably practicable (ALARP).

**Signature:**

Assessor

**Position:**

**Name & Signature:**

Manager/Supervisor

**Position:**

**Due date of next assessment:**

October 2017

**RISK ASSESSMENT**

Hazard / Risk Description - identify hazards & associated risks	Persons at Risk	Existing Controls in Place e.g. training, information, physical controls	Risk Levels		Level of Risk	Additional Controls	Risk Levels		Residual Risk Level
			L	S			L	S	
<b>Hazard: Working at Low Height (less than 2m) / Site Operatives</b>  <b>Risk: Injuries / fatality resulting from falls from height; injuries from objects dropped from height</b>	A, B, C, D, F,G,H,I	<b>Management</b> <ul style="list-style-type: none"> <li>Working at height is minimised as far as possible, in accordance with the Work at Height Regulations 2005.</li> <li>Plymouth College has established a Policy for the Safe Use of Ladders and Stepladders.</li> <li>Criteria are established for the selection of appropriate equipment in the Policy for the Safe Use of Ladders and Stepladders.</li> <li>A documented safe working procedure is established for the Use of Ladders and Stepladders.</li> <li>The policy, safe working procedures and risk assessments related to working at height are communicated to operatives on an annual basis, which they sign to acknowledge full understanding.</li> <li>A copy of INDG455 Safe Use of Ladders and Stepladders is provided to staff for reference.</li> <li>ALL relevant staff undertook steps and ladders training in 2016</li> </ul>	2	4	<input type="radio"/> High <input checked="" type="radio"/> Med <input type="radio"/> Low <input type="radio"/> N/A				<input type="radio"/> High <input checked="" type="radio"/> Med <input type="radio"/> Low <input type="radio"/> N/A

	With existing controls in place the overall risk is assessed as:	<input type="radio"/> High <input checked="" type="radio"/> Med <input type="radio"/> Low <input type="radio"/> N/A	With the above additional specified controls in place the overall risk is assessed as:	<input type="radio"/> High <input checked="" type="radio"/> Med <input type="radio"/> Low <input type="radio"/> N/A
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PERSONS AT RISK – AFFECTED GROUPS					
<b>A: Plymouth College Teaching Staff</b>	<b>B: Plymouth College Support Staff</b>	<b>C: Other Contractor</b>	<b>D: Commercial Hirers</b>	<b>E: New / Expectant Mothers</b>	<b>F: Day Pupils (Young Persons)</b>
<b>G: Boarding Pupils (Young Persons)</b>	<b>H: Visitors</b>	<b>I: General Public</b>	<b>J: Other - specify: Disabled Persons</b>		

RISK LEVELS						
Likelihood	x	Severity	=	Risk Rating Action Scale		Risk Level
1 = Very low or very unlikely		1 = No injury or illness		1 – 5	No further action needed – work may proceed	Low
2 = Unlikely		2 = Minor / first aid injury or illness		6 – 11	Further controls required but work may proceed	Medium
3 = Possible		3 = Over “7 day” injury or illness		12 – 19	Urgent, stronger control measures required	High
4 = Very likely		4 = Specified injury or illness		20 – 25	Withdrawal of process / activity – do not proceed!	Intolerable
5 = Almost certain		5 = Fatality, disabling injury, etc.				