

## **RISK ASSESSMENT POLICY**

### ROLE OF THE HEALTH AND SAFETY COMMITTEE

The School's Health and Safety Committee is the main forum within the School for discussing and monitoring risk assessments, induction and training programmes. Risk assessments are a standing agenda item at the meetings of this Committee, when the Committee members provide updates on the status of the risk assessments in their own areas of responsibility. The Health and Safety Committee is responsible for monitoring compliance; the Health and Safety Officer (Estates Manager) is responsible for liaising with the local police, the fire service and other advisors in pursuit of risk reduction and for reporting back to the Committee.

### WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the potential severity of outcomes (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance etc.). It is the responsibility of the relevant Head of Department to ensure that any control measures are implemented and are effective.

Risk assessments can be used to identify the potential hazards to people (such as slipping, falling), property (such as fire), strategic (such as reputation, loss of students, impact on development), financial (such as falling student rolls), compliance (such as child protection issues) and environmental (such as asbestos, legionella). These hazards are not an exhaustive list.

### WHY HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement. By focussing on prevention – as opposed to reacting after things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

### WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Chetham's School of Music, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits

Separate policies cover both of the areas mentioned above. However, risk assessments are also needed for many other areas, including:

### Educational

- Science experiments
- Each sport and PE activity (some are covered by more general risk assessments)
- Art
- Music
- Drama

At Chetham's School of Music we make use of generic risk assessments for our educational activities and visits, which are amended, if appropriate. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science. We provide professional training courses for both teachers and technicians who work in Science. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

The Noise at Work Committee is responsible to the Health and Safety Committee for assessing noise risks to students and staff.

### Pastoral

The focus of our pastoral policy is to ensure that every student leaves as a confident, articulate and independent young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PHSEE programme (including assemblies) are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

### Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures. Accident forms for students are maintained in the Medical Centre and the School Nurse is responsible for ensuring that student accident reports are passed via the Head of Department, the Head of House, the Health and Safety Officer and then to the Bursar.

Accident forms are also held at a number of locations around the School for use by staff, visitors, contractors.

### Child Protection

Our Safeguarding (Child Protection) policies and training for all staff form the core of our safeguarding (child protection) risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to School Governors, volunteers, others with Chetham's Clearance and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular updates on safeguarding (child protection), we manage this risk to an acceptable level.

### Support Areas

- Domestic Services: risk assessments and training are required for every item of cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Departmental induction and refresher training covers risk assessments, protective equipment and safety notices.

- Catering: the School's contract caterer, Sodexo, has risk assessments for all aspects of the service that they provide to Chetham's.
- Premises: risk assessments cover all rooms, laboratories, stairs, corridors and emergency exits in the entire School, including boarding houses. Particular emphasis in training is given to minimising the risk of fire and to promoting security by adhering to good practice.
- Maintenance: risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Departmental induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds: risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Departmental induction and refresher training covers risk assessments, protective equipment and safety notices.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

### Access by Students

Risk assessments of all areas of the School reinforce the policy of ensuring that our students do not have unsupervised access to potentially dangerous areas, such as the swimming pool and the science laboratories. Doors to these areas are kept locked when not in use. Students are only allowed access when accompanied by a member of staff. Students do not have access to the Catering and Maintenance working areas in the School, hazardous materials, places or machinery in the School. See also the Policy on Access to Risky Areas.

### REVIEW OF RISK ASSESSMENTS

All risk assessments are reviewed on a regular basis, normally annually or more frequently if there are any significant changes to be reflected.

Risk assessments are also reviewed (and recorded), when major structural work is planned and completed, and in the event of an accident. The School's arrangements for the management of health and safety describes its arrangements for regular health and safety audits of the fabric of the School, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The Bursar maintains a "library" of risk assessments on the intranet and updated risk assessments should be forwarded to her for uploading.

### RESPONSIBILITIES OF ALL STAFF

All members of staff are given an induction into the School's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Head, the Bursar and other members of senior management in order to enable the School Governing Body to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Health and Safety Officer or to any member of the Health and Safety Committee.

### ACCIDENT REPORTING

The Health and Safety Officer is responsible for reporting and recording any notifiable accident that occurs on School premises to a student, member of staff, parent, visitor or contractor to

the Health and Safety Executive in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All accidents, dangerous occurrences and near misses are reviewed by the School's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

#### AUDIT COMPLIANCE STATEMENTS

A compliance risk assessment is carried out by the Resources Committee. This analyses:

- The financial procedures and controls
- The major risks to the School, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Terrorism threats
- Possible data loss
- Risk of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments
- Areas of potential risk

- The measures taken to protect the School against such risks, including:

- Safer recruitment of staff, School Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and School Governors
- Insurance
- Strong financial controls that are regularly reviewed
- Financial reserves policy
- Use of professional advice from lawyers, accountants, architects, etc as needed
- Formal review of compliance with the School's charitable objectives.

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