



THE
MARIST
SCHOOL
ASCOT

THE MARIST SCHOOL

School DfE No: 868/6013

Risk Assessment Policy Pt3,16

**Excellence as a habit not an action.
Excellence in who we are; Excellence in what we do;
Excellence in our service of others.**

Feet on the ground. Reaching for the stars.

Risk Assessment Policy

This policy applies to the whole school.

The Governors of the Marist School are fully committed to promoting the safety and welfare of all in our community. They want to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but also with best professional practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated to cope safely with risk. This policy complements and should be read in conjunction with the School's Health and Safety Policy and other activity and department specific policies and procedures.

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 (e.g. fire).
- A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- 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, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly (usually annually). At the Marist School we are very aware that all staff and pupils need to receive training. Copies of current risk assessments are kept electronically on Microsoft Teams and available to all staff. The Educational Visits Coordinator also holds copies of risk assessments for visits. The Bursar maintains records of staff training.

What Areas Require Risk Assessments?

There are numerous activities carried out in Marist School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Asbestos control
- Working at height
- Legionella
- Fitness suite safety
- Swimming pool safety
- Use of school vehicles

Further details are contained in the Health and Safety Policy and/or separate activity policies.

Risk assessments are also needed for many other areas, including:

Educational

- Art & Photography
- Drama and Dance
- Food & Technology
- Science
- Educational Trips (Whole School) Policy
- Textiles

At the Marist School we make use of model or generic risk assessments for many of our educational activities and visits. Further guidance is given in the school Health and Safety Policy.

For residential educational visits, the School's Educational Visits Coordinator (EVC) scrutinizes and advises on risk assessments and controls for each trip given its specific circumstances. Each trip risk assessment is signed off by the EVC as a pre-event approval check. Further details are contained in the School Trips Policy.

We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Textiles, as well as providing professional training courses for both teachers and technicians who work and Textiles. Further details are contained within the Health and Safety Policy and individual departmental safety policies and handbooks.

The School utilises the additional services of a Health and Safety Consultancy (Currently Judicium). All Heads of Department and key staff receive regular induction and refresher training in risk assessments. Through their online portal Judicium provides a risk assessment tool with samples risk assessments to enable staff to complete and record risk assessments online and provide updates if there have been changes in relevant legislation.

Each Head of Department carries out an annual Safety Inspection to review the risks, controls and residual risks against the departmental risk assessment of activities and provide updated risk assessments notifying the Bursar these have been updated on the shared drive.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHEE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the digital worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The School has a risk assessment for first aid and all other treatments and procedures. The school has accident forms in the following departments in school.

- 1) Prep School - Reception
- 2) Science - Office
- 3) Senior School – Pupils are kept in Senior School Reception
- 4) Senior School - Staff are kept in the Bursar's office
- 5) Swimming pool – On wall next to office.

All accidents once reported are passed over to the bursar for central record keeping and analysis, with trends subsequently reviewed termly by the Governors Site committee.

The school use iSAMS Medical Centre to report all accidents and treatments administered.

The Bursar is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013.

Unsupervised Access by Pupils

- We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool & the science laboratories. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Safeguarding

At The Marist School we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

Our Child Protection policies and training for all staff form the core of our 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, and are not allowed to work in the UK and comply with the prevailing legislation in this area – currently ‘Working together to Safeguard Children’, July 2018, a guide to inter-agency working and ‘Keeping Children Safe in Education’ Statutory guidance for Schools and Colleges, September 2021. By extending this regime to Governors, volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering: The School outsources its catering contract to a third party (currently Chartwells Independent) who ensure that risk assessments and training are undertaken for every item of catering equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices. All catering staff are food hygiene trained and certificated.
- Cleaning: The School outsources its cleaning contract to a third party (currently IMS) who ensure that their cleaning team receive training relevant to risks associated with the School cleaning activities, such as COSHH, manual handling and slips and trips.
- Caretaking and Security: risk assessments cover every department in the entire school.

Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- Maintenance: risk assessments and training is 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 COSHH.
- Induction and refresher training covers fire safety, accident reporting, electricity, manual handling, driving, risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- Grounds: risk assessments and training is 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. 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.

Conducting a Risk Assessment

At the Marist School we use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record significant findings
- Review the assessment and update if necessary

Our policy at the Marist School is to try to avoid carrying out high risk activities with pupils. Activities involving pupils are normally low risk but we undertake a few medium risk activities such as swimming & trampolining; but only using specialist/qualified instructors and/or coaches.

Pupils are always given a safety briefing before participating in these activities, and are expected to follow instructions.

We will always employ specialists to manage higher risk tasks e.g. gutter clearance, roof work etc. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments

The Site Manager arranges for specialists to carry out the following risk assessments and servicing:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Lift Assessments

Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for pool and drinking water sampling.

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). 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 pupils and visitors. They are responsible for cooperating with the Principal, the Bursar and other members of the Senior Leadership Team in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any hazards to the Bursar.

Annual Health and Safety Statement to the Governing Body

Health and Safety reports and any concerns are considered in detail at the Site Committee meeting of Governors which take place each term.

Risk Register Statements

In addition, an annual School risk management assessment is presented by the Principal and the Bursar to the Governors to approve at the same time that they review the audited accounts. This report analyses wider risks including the financial procedures and controls and 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
- Possible data loss
- Risk of fire or flood
- Poor cash flow management
- Fraud
- Loss through inappropriate investments

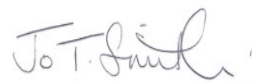
The measures taken to protect the school against such risks, include:

- Safer recruitment of staff, governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and governors
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects, etc. as needed

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Bursar and the Principal. The Bursar and Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guideline.

Signed:



Mrs J Smith

Principal

Signed:



Dr Martin Stephen

Chair of Governors