

BRIGHTON GIRLS POLICY

RISK ASSESSMENT

Document Control

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls related to risk assessment. This policy applies to all areas of the school, including EYFS.

2. LIST OF ABBREVIATIONS & MEANINGS

EYF	Early Years Foundation
GDST	Girls Day School Trust

May / Should	Advisory
Shall / Must	Mandatory

3. GENERAL REQUIREMENTS

3.1. Policy Statement

This document sets down basic principles regarding Risk Assessments within the school. Where appropriate it makes reference to other GDST/School policies and procedures.

3.1.1. The purpose of the Risk Assessment policy is to:

- Briefly outline what a risk assessment is;
- Provide information on levels of responsibility for risk assessments;
- Outline the procedure for storing, reviewing and monitoring risk assessments.

3.2. Reference to Other Policies/Documents

This document should be read in conjunction with the following:

- Brighton Girls Health & Safety Statement of Organisation;
- GDST Health & Safety Guide for GDST Staff;
- GDST Risk Assessment Policy Statement.

3.3. Introduction

Brighton Girls GDST recognises that Risk Assessment is one of the keystones of good health and safety management, which can make a significant contribution to promoting the welfare of, and reducing the health and safety risks to, students, staff, visitors and others within the school.

The school will complete risk assessments for all potentially hazardous activities and situations. They will be regularly reviewed and necessary controls implemented to reduce these risks to acceptable levels using the following principles of prevention:

- Eliminate the hazard at source (if possible);
- Reduce the hazard;
- Prevent contact with the hazard;
- Implement safe systems of work;
- Use Personal Protective Equipment.

Training will be provided by the GDST, via the school to enable staff to complete risk assessments as necessary.

3.4. What is a Risk Assessment?

A risk assessment is a systematic method of looking at the school environment and activities in order to identify things that could happen or go wrong and cause injury or ill health. The risk assessment also helps to identify actions needed to prevent this.

It is not always possible to remove a risk completely, but the risk assessment should provide a means to help to minimise or reduce the risk to an acceptable level.

Risk assessments help to protect:

- Students;
- Staff;
- Visitors;
- Contractors;
- Members of the public;
- The reputation of the school;
- The reputation of the GDST.

3.5. What are the legal requirements?

Risk assessments are required by the Management of Health and Safety at Work Regulations 1999. They must be 'suitable and sufficient', i.e. they should show that:

- A proper check has been made;
- All the people who could be affected have been considered;
- All the obvious, significant hazards and risks have been considered;
- The precautions are reasonable and the remaining risk is as low as possible;
- The relevant staff have been included in the process of producing the risk assessment.

In organisations of more than five employees, risk assessments must be in written form.

3.6. What are the Different Types of Risk Assessment?

There are four main categories of risk assessments.

3.6.1. Baseline Risk Assessments

These enable the school to have an overview of the hazard and risk categories in the school. They are recorded in the Baseline Risk Assessment. This enables the more significant risk areas to be identified so that resources can be targeted effectively.

3.6.2. Specific Legal Risk Assessments

Risk assessments are required for specific legislation such as the Fire Safety Order or The Control of Substances Hazardous to Health (COSHH) regulations.

3.6.3. Area Risk Assessments

These cover particular areas or activities such as classrooms, laboratories, sports activities, classrooms etc.

3.6.4. Personal Risk Assessments

Individual/Personal Risk Assessments are triggered by a specific event such as a member of staff announcing she is pregnant or an individual with special requirements relating to Health and Safety e.g. as a result of illness or disability.

3.7. Who Completes the Risk Assessment?

At Brighton & Hove High GDST the following staff are responsible for completing risk assessments:

Baseline Risk Assessment	Director of Finance & Operations
Legal Risk Assessments	Director of Finance & Operations
	Domestic Services Manager
	Head of Department (e.g. Science)
Area Risk Assessments	Head of Department
	Trip Organiser
Individual Risk Assessments	School Nurse
	Director of Finance & Operations

Area Risk Assessments must be completed in discussion with all members of staff involved with that area or activity.

3.8. Who Needs to Know About the Risk Assessment?

Any student, member of staff, contractor or visitor within the school needs to know about any relevant risk assessments.

This could be in the form of a training session, safety reminders at the beginning of practical lessons, letter to parents of girls attending a trip etc.

3.9. How and where should Risk Assessments be stored?

Risk Assessments should be stored in an easily accessible format and location. It is good practice to have both an electronic and paper copy available.

Each Department is required to ensure their Risk Assessment(s) are stored in a place accessible to all staff in that Department.

Each Department is required to list their Risk Assessments on an index sheet. This should include the following information:

- Name of Risk Assessment;
- Date of Completion/Review;
- Name of Person completing the assessment/review;
- Date Risk Assessment is due for review (usually annually);
- Where and How the Risk Assessment is stored.

There are no official requirements for the length of time records relating to risk assessments should be kept. However, it is recommended that records should be kept for three years at the very least since this is the period in which a civil claim can be made by an employee following an incident. If health risks are involved, then the length of time may have to be much longer (e.g. 40 years) as claims can be made within three years of the disease or ill health being diagnosed.

3.10. Review and Monitoring

Risk Assessments should be reviewed when there is a material change in the risk that will alter the assessment i.e. following an incident, or change in environment/activity.

As standard, risk assessments should be reviewed annually, even if no material change has taken place.

3.11. Training

The GDST has a variety of example Risk Assessments and resources under the Health & Safety section of Oracle. Staff who have to complete a Risk Assessment will be given one of the following:

- Induction by the Health & Safety Co-ordinator (Director of Finance and Operations);
- E-Learning training module;
- External training session;
- All-staff training session.

4. APPENDIX

NIL

5. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHHS Risk Assessment Policy	Initial	September 2016	Full Review	Leigh Ward	Expired
BHHS Risk Assessment Policy	02	November 2017	New Policy Template	Paul Fairhurst	Expired
BHHS Risk Assessment Policy	02	September 2018	Review	Leigh Ward	Expired
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