

Risk Assessments Policy 2023-24

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Risk Assessments

Purpose of this Section

This section sets out the procedure for producing, retaining, and updating Risk assessments at Seaford College.

Background

Five key objectives to Risk Assessments:

- **Identify the hazards** - to identify all things and activities that may cause harm to our staff, pupils, visitors and contractors (the hazards)
- **Identify persons exposed to risk** - to consider the chance of that harm actually befalling anyone in the circumstances identified (the risks)
- **Evaluate the risk** - evaluating the risks and deciding on the appropriate controls, taking into account the controls that may already be in place.
- **Record the findings and actions taken** - recording your risk assessments
- **Review the assessment** - regularly reviewing and updating your assessment

Definitions

As ever, the terms need to be understood.

HAZARD – the potential of something to cause harm, loss, or damage, including ill-health and injury, to persons, property, plant, products or the environment;

LIKELIHOOD - the chances of an event involving the identified hazard actually happening;

RISK – the combination of the severity of the hazard and likelihood of it happening. For example, the HAZARD of an electric light fitting above your head is severe (it could kill you if it fell on you), but the LIKELIHOOD of it falling on you is extremely low, so that the RISK is negligible, and need not be considered further. Conversely walking along the top of a cliff at night in a Force 8 gale has a high HAZARD rating, and a high LIKELIHOOD of falling, so the RISK is very severe, and therefore something must be done about it. The RISK from a substance or activity is, therefore, the likelihood that it will cause harm in the circumstances of use. This will depend on:

- what the hazard or its multiples is/are;
- how it is used or done;
- how it is controlled;
- who is exposed, how much, for how long;
- what they are doing
- existing precautions, guards, controls already exist

Procedures

Academic Risk Assessments will be managed by the Deputy Head who will maintain a Risk Assessment Tracking Programme, and will ensure that they are reviewed at appropriate intervals, normally annually, unless there is a good reason for a shorter interval, such as persons or procedures have changed for a particular activity. Most Academic Risk Assessments are in a standard Seaford College template format, although the Science Department will use the current CLEAPSS programme and formats.

Trips & Visits Risk Assessments will be managed by Deputy Head who will maintain a Risk Assessment Tracking Programme, and will ensure that they are reviewed at appropriate intervals, normally annually

Support Risk Assessments will be managed by the Director of Estates & Operations, who will also maintain a Risk Assessment Tracking Programme. These Risk Assessments will also be maintained in a standard Seaford College template format although there may be occasions this will require slight deviation as dependent on the activity assessed, but all will be appropriate to meet the requirement for Suitable and Sufficient Risk Assessments to meet the requirement of the Management of Health and Safety at Work Regulation 3.

Record Keeping

The Health and Safety Committee (Secretary) will collate and file all risk assessments within the school and ensure all are reviewed at appropriate timescales (at least annually). The risk assessments will also be available on staff shared portals and departmental Health & Safety files

Training

All staff will receive basic risk awareness and assessment training upon induction, key staff ie: Heads of Department, Outdoor Education, CCF, Boarding Houseparent's, Sports Department, Operations staff will receive additional training to provide competence in undertaking risk assessments.