

	BCS Policy: Risk Assessment Date: April 2019
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1. Introduction

The purpose of this policy is to enable The Branch Christian School (BCS) to meet its duty of care to students, staff and others, by creating a culture of undertaking frequent risk assessments to reduce the consequences of accidents, etc., as far as is reasonably practical. The school takes a proactive approach to managing risk, and thereby seeks to reduce the likelihood that anyone will be harmed whilst working within the school building, the grounds, or visiting.

Potential risks to health, safety and wellbeing will be identified, and wherever possible managed / controlled. In order to do this, the management of the school undertake regular 'risk assessments'. The assessments carried out, ensure that all areas of the school building and grounds are inspected, and take account of any likely risk (however small) which could have an impact on our students, staff, volunteers, parents, visitors, and the general running of the school.

2. Definition and Purpose

A 'risk' is the chance, high or low, that somebody could be harmed by a potential issue that has been noticed, together with an indication of how serious the harm could be. Hazards are defined as anything that may cause harm, such as chemicals, electricity, working from ladders, open drawer, etc.

The purpose of carrying out risk assessments is to identify risks and evaluate any associated hazards. This includes areas such as:

- Safeguarding
- Health and Safety ; what's the symbol about - what is this in practice?
- Security
- Fire Safety
- School Trips
- Etc.

Other areas include:

- Educational
 - Some Science activities

- PE and Sports activities
- Child Protection and Pastoral Care
 - Our Safeguarding and Child Protection Policy outlines the procedures in place to identify children at risk beyond the environs of school.
- Medical and First Aid
 - The BCS Medicine Policy outlines the procedures for managing children's medication.
 - The BCS First Aid Policy outlines the procedures for managing first aid.
 - The School Administrator is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).
- Unsafe Areas
 - The BCS seeks to ensure that students understand why they do not have access to potentially dangerous areas, such as the roof, storage areas, the clock tower and the basement.
 - All flammables are kept secure.

3. Risk Responsibilities of All Staff

All members of staff are given induction into the school's arrangements for risk assessments and health and safety. Specialist training will be 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 Teacher, and other members of the school staff in order to enable the Governors to comply with their health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the School Administrator.

4. What is Risk Assessment?

A risk assessment is a process of conducting a formal review of the harm or hazard to anyone involved in the school (including visitors and parents). The assessment carried out will:

- Identify what the potential risks are.

- Outline who might be harmed as a consequence of the risk, and how.
- Briefly highlight what action the school are currently taking to 'manage the risk'.
- Explain what further precautionary measures the school may need to take to address the risk and resolve the matter permanently.
- Note who the 'risk action' is assigned to.
- Date the risk is expected to be addressed / resolved.
- Review the assessment and update as necessary.
- Date completed, assuming the risk has been resolved. It is important to note of course that not all identified risks could be completely mitigated / minimized, or removed. In which case a 'date done' could only simply state 'on going'. However, the assessment will clearly detail what the school is doing to manage the risk, and that it will be reviewed regularly.

5 Who Conducts Risk Assessments?

Risk Assessments will be carried out by the School Administrator (or duly delegated to a member of staff accordingly). As the school is located in the Dewsbury Gospel Church (DGC) building, any potential risks may also impact the church congregation and staff. Therefore, any serious risks identified will be escalated to the DGC Board of Trustees.

Risk assessments / observations are carried out by undertaking a physical 'tour' of the building / grounds / facilities' and looking out for potential hazards. The School Administrator however would not complete the assessments without enlisting views of others (where relevant) about any risk they identify or consider. Supervisors, students, etc., may equally identify potential risks and if they do, then these should be reported to the Head Teacher (or School Administrator) ASAP.

6. What are the main types of Risk Assessment in the Branch Christian School?

The BCS has categorised Risk Assessment areas into a number of specific groups. These are:

- **General Health & Safety Risk Assessments**

The BCS conducts and documents risk assessments for all activities presenting a significant risk to students, staff, visitors, etc. These assessments are coordinated by the School Administrator.

HYPERLINK <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

Risk assessments are available for all staff, students and parents to view and are held centrally in the School Office.

- **Individual Risk Assessments**

If applicable risk assessments relating to specific staff members or students, will be undertaken by the Head Teacher. These assessments will be held on that individual's file within the School Office. It is the responsibility of all staff to inform the Head Teacher of any medical conditions (including pregnancy) which may impact upon their work.

- **Curriculum Activity Risk Assessments**

Risk assessments for extra curriculum activities will be carried out by the relevant subject Supervisors. These curriculum areas include:

- Design and Technology
- Practical Science
- Art & Design
- Physical Education
- Cooking

These assessments should be incorporated within the lesson plan for the curriculum activity.

- **Statutory Tests**

The school employs specialists to carry out risk assessments in gas safety, electrical safety, fire safety, and certification of the lightning conductor (clock tower). Statutory tests will be carried out on all the following.

- Fire Extinguishers.
- Fire Alarm.
- Fixed Electrical Wiring Installation.
- Emergency Lighting Inspection and Test.
- Portable Appliance Testing (PAT).

- **Offsite Visits Risk Assessments**

Risk Assessments for offsite visits have three aspects:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. Visit / site specific risk assessments, which will differ from place to place and group to group.
3. Ongoing risk assessments that take account of e.g. illness of staff or students, changes of weather, availability of preferred activities.

The assessment will take account of age, and particular health / medical issues (asthma inhaler, epipen for allergic reactions, etc.).

The member of staff planning the visit will submit all relevant paperwork and risk assessments relating to the trip to Head Teacher, who will check the documentation and planning of the trip and if acceptable initially approve the visit, and any increased vulnerability including SEND (Special Educational Needs and Disabilities).

- **Fire Evacuation and Other Emergency Arrangements**

The Head Teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented, and also ensuring that the school's fire log is kept up to date and that inspection / maintenance is undertaken and recorded in the fire log book located in the School Office.

- **Flammable and Hazardous Substances**

Within curriculum areas (in particular Science and DT) Supervisors are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.). If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product / substance.

- **Lifting and Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

- **Contractors**

The School Administrator is responsible for monitoring areas where the contractor's work may directly affect staff and students, and checking whether expected controls / risk assessments are in place. Wherever possible contractor work is arranged outside normal school hours. If contractors do need to attend to tasks in an emergency, or at times when they are unable to avoid normal school hours, then they are accepted into the school but are escorted during their entire visit. They would also be required to sign in the visitor's book.

7. Storing of Completed Risk Assessments

Once the completed assessments have been shared with appropriate staff, students, etc., they will be filed in the School Office.

8. Risk Assessment Governor's Approval

This BCS Risk Assessment Policy is noted as at 21 November 2018, to be formally 'adopted' by the DGC Board of Trustees (BCS School Governors).

Approved by:

Name of Chair of Governors / Trustees: Mr Stephen Hodgson

Signed: _____

Policy Review Information:

Review date	Changes made	By whom	Date of next review
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November 2018	Policy created.	Mr S Thomas	September 2020
April 2019		Mrs J Holt	September 2020
April 2019	None	Mr S Hodgson	September 2020