



SILCOATES

Independent education for boys and girls aged 3-18

Risk Assessment Policy

Aim

Silcoates School recognises the importance of mitigating risk through effective process and action. This policy links with the School's policies on Health & Safety, Safer Recruitment, Safeguarding, and activities within and beyond the classroom.

An integral part of this commitment relies upon the School supporting its policy documents with Risk Assessments across many areas.

Objectives

- To ensure that major risks are identified and managed with a view to promoting the welfare of children, staff and visitors.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be enhanced risk, including school trips.
- To implement identified measures to control risk as far as reasonably practicable.
- To provide suitable information to those affected by school activities so that they know what to do.
- To record and review risk management strategies and risk assessments as appropriate.
- To identify those individuals in the School responsible for conducting risk assessments and monitoring their implementation.
- To meet the DfE requirement for a written risk assessment policy to be in place and to meet the requirements for leadership in, and management of, schools.

Guidance

The Governors are responsible for the Risk Management Policy of the School. The Governors devolve aspects of management of risk to the Senior Leadership Team (SLT) as appropriate. The School's overall risk strategy is formally reviewed on an annual basis.

Key areas of risk for the School include, but are not limited to;

- Pupil supervision, including safeguarding, welfare requirements and the Prevent strategy. This includes the role of the School's Designated Safeguarding Lead (DSL), but also covers a range of responsibilities outside safeguarding;
- School trips;
- Management of visitors on school premises;
- Fire and emergencies;
- Traffic and pedestrian interaction on site;
- Management of hazardous substances;
- Use of hazardous equipment, for example in DT, Art, Science, etc.
- The suitability of staff to undertake designated roles and checks to ensure that they are appropriately qualified and trained, including staff not employed by the School who work with pupils .

Risk areas which are not directly related to health and safety include, but are not limited to:

- Financial
- Recruitment procedures including governing body oversight
- Reputational
- Terrorism, including the prevention of fundamentalism and extremism
- Security and site security as appropriate

Risk Assessments

The School operates an annual Risk Assessment (RA) review process. Existing RAs are monitored for effectiveness and applicability, and new RAs are added to the process, as and when required, to support new activities.

Department leaders/activity leaders are also responsible for the completion of RAs.

The Bursar, or nominated person, is responsible for the review of such RAs and for the addition of the RAs to the School's RA database.

An RA determines what actions are required to mitigate reasonable risk, and also informs what staff training is required in particular areas.

RAs are completed by both internal and external individuals, as skill sets facilitate.

The School regularly employs the services of external parties to undertake such RAs as the Fire Risk Assessment, Asbestos Assessments, Water Quality and Electricity Testing and Actions.

Risk assessment training is provided in specific areas where identified by the Bursar as appropriate.

The SLT is responsible for the implementation of the Risk Assessment Policy.

Example Areas Requiring Risk Assessment (Non-exhaustive)

Educational:

- Science departments and experiments
- Design & Technology, Art, Music
- Food Technology
- Sport and PE activities
- Classroom-based departments
- Duke of Edinburgh's Award

- Common Areas
- School Trips

Support:

- Kitchen
- Security
- Maintenance
- Grounds
- Car Park & Traffic Management
- Office
- Site visitors
- Fire & emergencies

Several template risk assessments are currently employed by the School across different areas (see below).

Template A: Classroom and Common Area Risk Assessment

Template B: Science Department Template



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Health and Safety - Classroom and Common Areas Risk Assessment Form

Classroom(s)/Common Area	Assessment completed by:
	Completion date:
	Review date:

Common hazards

<ul style="list-style-type: none"> • Fixtures & Fittings – condition and repair
<ul style="list-style-type: none"> • Slip/trip/fall – poor floors/carpet, trailing cables, changes in floor level, spillages
<ul style="list-style-type: none"> • Poor lighting and visibility
<ul style="list-style-type: none"> • Low or High temperatures, ventilation
<ul style="list-style-type: none"> • Electricity – condition and testing
<ul style="list-style-type: none"> • Moving and Handling activities – windows, steps, trolleys
<ul style="list-style-type: none"> • Computer equipment – workstation assessment
<ul style="list-style-type: none"> • Fire Procedures – notices and action plans

Additional hazards specific to area
<ul style="list-style-type: none"> • • •

People at risk	Tick if appropriate
<ul style="list-style-type: none"> • Pupils 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Staff 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Visitor 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Other (please specify) 	<input type="checkbox"/>

Questions		Y	N	N/A	Action Required
Movement (slips & trips)	Is the internal flooring in good condition?				
	Are there any changes in floor level that need highlighting?				
	Are gangways between desks kept clear?				
	Are trailing electrical leads/cables prevented wherever possible?				
	Are procedures in place to deal with spillages?				
	For stand-alone classrooms – are steps/ramps in good order?				
Furniture & Fixtures	Are permanent fixtures in good condition and securely fastened?				
	Is furniture in good repair?				
	Is portable equipment stable and on suitable base/trolley?				
	Are window restrictors in good working order?				
	Are hot surfaces protected where necessary?				
Environment	Does the room have natural ventilation?				
	Can a reasonable room temperature be maintained during use?				
	Are blinds in place to protect from glare and heat from sun?				
Fire	Are Fire Action notices clearly visible?				
	Are fire extinguishers clearly visible and labelled?				
Height	Are appropriate step-stools/step ladders/elephant foot equipment available for use where necessary?				
	Is a window opener provided for high-level operation?				
Electricity	Are fixed electrical switches and plug sockets in good repair?				
	Are plugs and cables in good repair?				
	PAT testing of portable equipment?				
Computer Equipment	Has a workplace assessment been undertaken?				
Other Risks Identified					

Additional Observations & Comments:

EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Biology Department – Hazards

Assessor:	Date of Assessment:	Review Date:			
HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR
<p>1. Potential injury to pupils, staff and visitors from use of gas within laboratories. Possible incidents could include:-</p> <ul style="list-style-type: none"> • Explosion/fire from gas leakage/build-up; • Burns from use of Bunsens or heated equipment; • Clothing or hair accidentally set on fire. <p>(List is example only, not exhaustive).</p>	<p>1.1 Gas isolation fitted in all laboratories.</p> <p>1.2 Gas isolated during holiday periods.</p> <p>1.3 Pupils not permitted into laboratories without staff present.</p> <p>1.4 Clear Laboratory Rules are in place and are explained to pupils at beginning of term.</p> <p>1.5 Long hair on pupils has to be tied back before laboratories are entered.</p> <p>1.6 Fire Risk Assessment completed for building – Evacuation Procedures in place, suitable means of escape available.</p> <p>See also Fire Risk Assessment.</p>		5	1	5
<p>2. Potential for pupils and staff to be injured whilst using glass equipment. Typical incidents could include:-</p> <ul style="list-style-type: none"> • Cuts from attempting to pick up broken glass; • Eye injury and/or cuts from glass shattering during experimental work or from glassware being dropped. <p>(List is example only, not exhaustive).</p>	<p>2.1 Pupils instructed not to attempt to pick up broken glass.</p> <p>2.2 Suitable glass disposal bins available within laboratories.</p> <p>2.3 Eye protection utilised during experiments.</p> <p>2.4 Technical Staff periodically check glass equipment for defects.</p> <p>2.5 Suitable storage available in preparation rooms for glass equipment.</p>		4	1	4

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating
Please see Risk Rating sheet attached.

EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Biology Department – Hazards

Assessor:

Date of Assessment:

Review Date:

HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR
<p>3. Possible injury to pupils, staff or visitors from slips and trips. Possible hazards could include:-</p> <ul style="list-style-type: none"> • Trips on poorly stored bags; • Trips on poorly maintained floor coverings; • Trips on trailing cables; • Slips on spillages on floor; • Trips on poorly positioned furniture; • Trips/slips from skylarking. 	<p>3.1 Suitable bag storage available in laboratory areas.</p> <p>3.2 Floor coverings in laboratories regularly inspected. Condition observed to be good in all areas.</p> <p>3.3 Trailing cables avoided as far as is practicable.</p> <p>3.4 Furniture positioned to maintain clear walkways.</p> <p>3.5 Spillage clear-up procedures in place and absorbent materials available for chemical spillages.</p> <p>3.6 Clear Laboratory Rules in place.</p> <p>3.7 Pupils not allowed in laboratories without staff.</p>		4	2	8
<p>4. Potential for staff/pupils to receive electric shocks from use of laboratory equipment.</p>	<p>4.1 All portable laboratory equipment subject to PAT testing.</p> <p>4.2 All fixed supply circuits tested on 5-yearly programme.</p> <p>4.3 All experiments involving electricity are low voltage. Any H.T experiments in Science – Staff only.</p>		5	1	5

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating
Please see Risk Rating sheet attached.

EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Biology Department – Hazards

Assessor:	Date of Assessment:	Review Date:			
HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR

<p>1. Risks associated with working with microbiological agents. Possible hazards include:-</p> <ul style="list-style-type: none"> • Cross contamination of microbiological material to staff and/or pupils; • Serious illness from accidental culture of hazardous pathogens; • Cuts from use of sharps and/or glassware; • Burns from use of Bunsen Burners during aseptic techniques; • Burns/scalds from autoclave; • Failure of autoclave. 	<p>1.1 All microbiological material purchased from reputable supplier. Only low risk materials utilised. Dedicated fridge used in Technician's area for storage of material.</p> <p>1.2 Cultures from swabs of blood, pus, etc not permitted.</p> <p>1.3 Most swabs cultured from meat or animal sources.</p> <p>1.4 Pupils given clear instruction and information. No drinking or eating permitted in the laboratories.</p> <p>1.5 Aseptic techniques used and pupils encouraged to use antiseptic wash to clean laboratory surfaces and hands.</p> <p>1.6 All dishes and equipment sterilised in autoclave.</p> <p>1.7 Pupils given instruction on how to use Bunsen Burner regarding aseptic techniques.</p> <p>1.8 Spillage kits including antibacterial wash available.</p> <p>1.9 See General Topics Assessment – procedures in place for safe use of glassware and breakage clearance.</p>		5	1	5
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EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Biology Department – Hazards

Assessor:	Date of Assessment:	Review Date:			
HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR

<p>2. Possible hazards to staff and pupils when undertaking dissection. Possible hazards include:-</p> <ul style="list-style-type: none"> • Cross infection from animal material; • Cuts from use of sharp dissection instruments. <p>(List is example only, not exhaustive).</p>	<p>2.1 Dissection materials purchased from reputable supplier and held in dedicated fridge within Technician’s area until required.</p> <p>2.2 Clear instructions given to pupils, including demonstrations.</p> <p>2.3 Sharps stored on trays to transfer from preparation area.</p> <p>2.4 Used sharps either sterilised in autoclave or placed in sharps waste bin if not to be re-used.</p> <p>2.5 Used dissection material double-bagged and binned.</p>		4	1	4
<p>3. Possible injury risk to staff and pupils from maintaining and holding live animals. Possible hazards include:-</p> <ul style="list-style-type: none"> • Crush injuries and bites from snake; • Bites and subsequent infection from reptiles; • Cross infection from handling snails or cleaning out snail and fish tanks; • Electric shock from use of lights and pumps. 	<p>3.1 Only experienced staff deal with snake held within Department. Snake enclosure secure.</p> <p>3.2 Clear personal hygiene notices in place at animal store area.</p> <p>3.3 Handling of animals kept to absolute minimum.</p> <p>3.4 Gloves available when cleaning reptile tanks.</p>		5	2	10

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Location/Department/Activity being assessed: Biology Department – Hazards

Assessor:	Date of Assessment:	Review Date:			
HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR

	3.5 Pumps, etc included on School PAT Test programme.				
<p>4. Possible hazards to pupils and staff from storage and use of chemicals. Typical hazards include:-</p> <ul style="list-style-type: none"> • Spillage of substances when being transferred to laboratories from slip or trip of Technician, or collision with pupils or staff; • Spillages when mixing indicators or reagents; • Accidental spillages during experimental work. 	<p>4.1 Biology Department has full Inventory of substances held on site. Substances stored according to hazard and type classifications.</p> <p>4.2 Suitable storage available for small quantity of reagents and chemicals held.</p> <p>4.3 Suitable hazard information available to Department through CLEAPSS, with Hazcard system in use to ensure hazard information passed on to teachers and ultimately pupils.</p> <p>4.4 Technical staff only persons who transfer chemicals. Transfers avoided during lesson changeover to avoid pedestrian congestion.</p> <p>4.5 Spillage kits available in all laboratories.</p> <p>4.6 Laboratory rules explained to pupils at start of each term. Running and skylarking not permitted.</p> <p>4.7 Bag storage available, see also Risk Assessment for Slips and Trips. Floors well maintained.</p>		4	1	4

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EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Chemistry Department – Hazards

Assessor:	Date of Assessment:	Review Date:			
HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR
<p>1. Hazards associated with the storage and use of chemicals. Possible hazards include:</p> <ul style="list-style-type: none"> • Storage of incompatible chemicals leading to unplanned reactions/fire etc. • Fire when using highly flammable organic substances. • Burns from use of corrosive substances. • Injury from contact with toxic substances. • Spillage of materials during experiments leading to the above. • Spillage of materials in preparation areas or during transfer e.g. tripping on poorly stored bags or defects in floor covering leading to the above. <p>List example not exhaustive.</p>	<p>1.1 Chemistry Department has full Inventory of substances in use. Substances stored according to hazards and type classifications.</p> <p>1.2 Suitable secure storage available for toxic substances.</p> <p>1.3 Suitable storage available for strong acids and alkalis.</p> <p>1.4 Department utilising CLEAPSS Hazcard system for information of use of substances and experiments. Hazard information passed on to pupils as part of experiment briefing.</p> <p>1.5 Suitable Laboratory Rules in place which are explained to pupils at start of Term.</p> <p>1.6 Access to Laboratories restricted – locked when not in use. Pupils not permitted in to Laboratories until staff present.</p> <p>1.7 Only Technical and Teaching Staff move or transfer chemicals to/from storage areas.</p> <p>1.8 No general storage of chemicals in Laboratories or Fume Cupboards.</p> <p>1.9 Bag storage available for pupils. Floor coverings etc., regularly checked by Maintenance Department.</p> <p>1.10 Fire Risk Assessments completed. Suitable evacuation procedures available and suitable means of escape provided.</p>		5	2	10

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating
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EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Chemistry Department – Hazards

Assessor:	Date of Assessment:	Review Date:			
HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR

	1.11 Fume cupboards provided in all Laboratories and preparation areas for the preparation and use of chemicals which may emit calm floor irritant fumes or vapours etc. The Fume Cupboards are tested annually.				
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Please see Risk Rating sheet attached.

EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Physics Department – Hazards

Assessor:	Date of Assessment:	Review Date:	HSR	LPR	RR
HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED			
<p>1. Potential risk of electric shock to Staff and pupils from use of electricity in experimental work. Possible issues could include:</p> <ul style="list-style-type: none"> • Contact H.T circuits in demonstrations of transformers and electrical transmission. • Contact outputs/inputs of bench power supplies. • Short circuit of power supplies. <p>List example only.</p>	<p>1.1 Pupils only permitted to work with voltages of up to 20 volts on experimental circuits etc.</p> <p>1.2 H.T experiments – equipment Teacher demonstration only.</p> <p>1.3 Supply circuits fitted with RCD monitoring.</p> <p>1.4 Portable equipment or PAT tested every year.</p> <p>1.5 Fixed circuits tested every 5 years.</p>		5	1	5
<p>2. Eye injury to pupils and Staff from use of lasers in experimental work.</p>	<p>2.1 Only very low power lasers utilised during optical experiments. Lasers set up and used by Staff only.</p> <p>2.2 Suitable local procedures in place for the set up and use of lasers.</p> <p>2.3 Suitable eye protection available for all users.</p>		4	1	4
<p>3. Potential manual handling injury and/or foot injury from moving and use of weights. Potential eye injury from the use of springs.</p>	<p>3.1 Largest weight in use is YY Kgs. Large weights moved by trolley to experimental area, smaller weights moved from preparation area to Laboratories utilising trolley.</p> <p>3.2 Pupils instructed use of weights and springs are supervised.</p>		4	2	8
<p>4. Possible injury from use of air rifle.</p>	<p>4.1 Air rifle clamped into position.</p> <p>4.2 Air rifle surrounded by safety screens.</p> <p>4.3 Air rifle only operated by Staff.</p>		5	1	5

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Please see Risk Rating sheet attached.

EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Physics Department – Hazards

Assessor:	Date of Assessment:	Review Date:			
HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR

<p>5. Hazards associated with the storage and use of radioactive materials.</p>	<p>5.1 Suitable local procedures in place covering storage use and transfer of radioactive materials and associated equipment.</p> <p>5.2 Secure storage provided for radioactive sources.</p> <p>5.3 Only authorised persons allowed to utilise sources.</p> <p>5.4 Only Staff utilise sources and equipment for demonstration purposes.</p>		5	1	5
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Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating
 Please see Risk Rating sheet attached.

EXAMPLE SCHOOL – Management of Health & Safety at Work Regulations 1999 – General Risk Assessments (GRA)

Location/Department/Activity being assessed: Biology Department – Hazards

Assessor:

Date of Assessment:

Review Date:

HAZARDS/PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED	HSR	LPR	RR
1. Hazards associated with the storage and use of chemicals.	1.1 See also controls listed for chemical storage and use for Chemistry Departments as well as general hazard assessments for Science Department. 1.2 Suitable storage for chemicals available within Junior Science. Full Inventory held. 1.3 Spillage and breakage procedures in place as per Senior School Laboratories. 1.4 Minimum quantities of chemicals held within Junior Science Departments. 1.5 CLEAPPS Hazcard information available within Junior Science.		5	2	10
2. Potential risks associated with fire within Science Department.	2.1 Fire Risk Assessment (FRA) completed for Site. Evacuation procedures in place, fire alarm installed within building.		5	3	15

Note: HSR – Hazard/Severity Rating; LPR – Likelihood/Probability Rating; RR – Risk Rating
Please see Risk Rating sheet attached.

RISK RATING

Is a product of its **EFFECT** (ie Severity) and its **LIKELIHOOD** (or Probability) that the **HAZARD** (or Harm) will occur.

HAZARD/SEVERITY RATING (HSR)

- 1 = Trivial injury, ie bruise, graze (no treatment needed) or minor injury requiring on-site treatment
- 2 = Lost time injury requiring surgery visit or minor plant damage
- 3 = Reportable injury to HSE/LA or significant plant damage
- 4 = Major injury as defined or reportable dangerous occurrence
- 5 = Fatality.

LIKELIHOOD/PROBABILITY RATING (LPR)

- 1 = Improbable occurrence
- 2 = Possible occurrence
- 3 = Occasional occurrence
- 4 = Frequent occurrence
- 5 = Common occurrence

RISK RATING = HAZARD/SEVERITY x LIKELIHOOD PROBABILITY

This system therefore gives Risk Ratings on the scale of 1 (1 x 1) to 25 (5 x 5).

Reviewed by:	Mr Johnson - Bursar		
Date of last review:	June 2021	Date of next review:	June 2022