

Hampden House

Risk assessment policy



Adopted by the Management Committee on:

Signed:

Date: June 2018

Chair of Management Committee

Review date: June 2020

Member of staff responsible for review: Headteacher

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1. Aims

The Hampden House aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in Schools](#) says Schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that Schools are expected to assess the risk of pupils being drawn into terrorism

A table of all the risk assessments Hampden Houses are required to have in place can be found in appendix 1 of this policy.

3. Definitions

| | |
|-----------------|---|
| Risk assessment | A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm |
| Hazard | Something with the potential to cause harm to people, such as chemicals or working from height |
| Risk | The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be |

| | |
|-----------------|---|
| Control measure | Action taken to prevent people being harmed |
|-----------------|---|

4. Roles and responsibilities

4.1 The Management Committee

The Management Committee has ultimate responsibility for health and safety matters in the Hampden House, but will delegate day-to-day responsibility to Graham Alcock, Headteacher, and Carol Hibberd, Office Manager.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Hampden House premises.

The Management Committee, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Hampden House activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.1 The Local Authority and Management Committee

Suffolk County Council has ultimate responsibility for health and safety matters in the Hampden House, but delegates responsibility for the strategic management of such matters to the Hampden House's Management Committee.

The Management Committee delegates operational matters and day-to-day tasks to the headteacher and staff members.

Suffolk County Council, as the employer, has a duty to:

- Assess the risks to staff and others affected by Hampden House activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Headteacher

Graham Alcock, the Headteacher, or in his absence the Head of Care, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 Hampden House staff and volunteers

Hampden House staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the Hampden House's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the Hampden House, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the Hampden House and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by Sarah Chesterton, Head of Care in consultation with the staff team. The Policy will be reviewed by the Head of Care every 3 years and approved by the Head Teacher and Chair of Governors.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Safeguarding
- Behaviour and Discipline
- Health and Safety Risk Assessment
- Lone Worker Policy
- Positive Handling Policy

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that Hampden Houses are required to have in place.

| Statutory or mandatory risk assessment | ✓ | Completed by | Date of review |
|--|---|----------------------|----------------|
| Health and safety | | Office Manager | Sept 2016 |
| Workers under the age of 18 | | n/a | |
| Asbestos | | N/A | |
| Substances hazardous to health | | | |
| Display screen equipment | | | |
| Fire | | Office Manager | June 2017 |
| First aid | | Head of Care | December 2016 |
| Manual handling | | | |
| Working at height | | | |
| Children being drawn into terrorism | | PREVENT/Safeguarding | March 2017 |
| Swimming pools (if applicable) | | N/A | |

