



**Broomwood Hall School Limited and Northcote Lodge School Ltd**

## **RISK ASSESSMENT POLICY**

**Broomwood Prep – Girls, Boys & Pre-Prep**

### **Policy Summary**

The Principals and Heads of Broomwood are fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but also best practice. The School is committed to assessing the risks to our employees, pupils, visitors and wider community who could be affected by our activities.

Ensuring that thorough risk assessments have been carried out is the responsibility of all staff. These assessments should be reviewed when the circumstances of the activity being assessed changed, but at least once annually. If the risk has changed, the assessment should be updated to reflect the change.

## Document Control

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## Intended Audience

- Broomwood Staff
- Parents

## Aims of the Policy

The aim of this policy is to:

- protect both the School and individuals (including pupils and employees) from unnecessary risks by ensuring risks are properly identified and managed.
- ensure consistency of approach and management across the wide range of activities that Broomwood is involved in.

## What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the likelihood of a hazard causing harm and how severe that harm would be.
- Control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental

(asbestos, legionella). Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong.

A risk assessment should be mindful of both which categories of people will potentially be harmed by a given activity and how that activity is likely to cause harm. Particular care must be taken when an activity has the potential to harm particularly vulnerable groups, for example EYFS students at Broomwood Pre-Prep.

Risk assessments should be reviewed whenever the circumstances associated with the risk change, but at a minimum, annually. If the circumstances of an activity have altered the risk level, the assessment should be updated accordingly. A “library” of risk assessments is held on the shared drive.

### **Why Have Risk Assessments?**

By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard or ensuring that chemicals are properly stored in locked containers. ISI and Ofsted Inspectors (where applicable) will expect to see examples.

### **Which Areas Require Risk Assessments?**

There are numerous activities carried out at Broomwood, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety;
- Educational visits and trips;
- First aid.

Others include, but are not limited to:

- Science facilities and experiments;
- Design and Technology;
- Each sport and PE activity;
- Art (including the art studios);
- Music;
- Drama (including the theatre back-stage, stage, props room and lighting box);
- Theatre Productions;
- Social Events/Functions – in and out of school;
- Classrooms;
- Catering;
- Cleaning;
- Maintenance;
- Pregnant workers;
- Colleagues with medical conditions;
- DBS related matters;
- Work station assessment (including VDU);
- External contractors;

- Site Security;
- Slips and Trips;
- Noise;
- Vibration;
- Working at heights
- Electricity and electrical equipment
- Water
- Manual Handling
- PPE
- COSHH

All persons responsible for the production of risk assessments receive training in risk assessments. The following courses are available on Educare: Risk Assessments for School Trips; Risk Assessments in Educational Settings. Should colleagues have any difficulties in accessing this course, they should contact HR. Broomwood-specific guidance is available from the SLT, particularly those responsible for risk assessment. Facilities colleagues have their own training which is site-task specific.

### **Responsibility for Risk Assessments**

Having thorough risk assessments in place is the responsibility of all staff.

Risk assessments for school facilities are carried out by the Broomwood's Health and Safety Consultant, Health and Safety Officer or nominated competent person. Academic members of staff are responsible for the production of risk assessments related to school activities.

Staff are encouraged to use the standardised Broomwood Risk Assessment template when conducting a risk assessment. This template allows staff to evaluate risk and demonstrate the reduction in risk they believe their control measures are likely to result in. The template is available from the Health and Safety Officer.

The Health and Safety Officer is responsible for ensuring staff have been trained in risk assessment and for scrutinising risk assessments across all sites.

Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Principal, Heads, the Health and Safety Officer and members of the SLT in order to enable them to comply with their legal responsibilities under the Health and Safety at Work Act (1974).

All members of staff are responsible for reporting any risks related to damaged facilities to the Facilities Manager or the Health and Safety Officer.

### **Residual Risk**

It is acknowledged that even after the imposition of all reasonably practicable control measures, there is likely to be an element of residual risk. Staff are required to consult with their line manager if they believe that the residual risk is dangerously high.

Broomwood will cease any activity or event where the associated risk of harm is deemed to be unacceptably high.

### **Additional Policies, Procedures and Legal Framework**

This policy is in accordance with the Schools' Health and Safety, School Journeys and First Aid Policies. Further guidance can be found in the Health and Safety at Work Act (1974) and Health and Safety