



## **RISK ASSESSMENT POLICY**

### ROLE OF THE HEALTH AND SAFETY COMMITTEE

The School takes an active and systematic approach to managing risk in order to promote the welfare of its students. The School's Health and Safety Committee is the main forum within the School for discussing, monitoring and evaluating the effectiveness of the risk assessments, induction and training programmes. Risk assessments are a standing agenda item at the meetings of this Committee, when the Committee members provide updates on the status of the risk assessments in their own areas of responsibility. The Health and Safety Committee is responsible for monitoring compliance; the Health and Safety Officer (Estates Manager) is responsible for liaising with the local police, the fire service and other advisors in pursuit of risk reduction and for reporting back to the Committee. The Committee includes the Senior Leadership Team and a nominated Governor with responsibility for oversight of Health and Safety.

### 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 probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk 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 etc.). It is the responsibility of the relevant Head of Department to ensure that any control measures are implemented and are effective.

Risk assessments can be used to identify the potential hazards to people (such as slipping, falling), property (such as fire), strategic (such as reputation, loss of students, impact on development), financial (such as falling student rolls), compliance (such as child protection issues) and environmental (such as asbestos, legionella). These hazards are not an exhaustive list.

### WHY HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement. By focussing on active 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.

### WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Chetham's School of Music, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits

Separate policies cover both of the areas mentioned above. Not all activities require separate risk assessments but significant findings are recorded. However, risk assessments are also provided for many other areas, including:

#### Educational

- Science experiments
- Each sport and PE activity
- Art
- Music
- Drama

At Chetham's School of Music we make use of generic risk assessments for many of our educational activities and visits, which are amended, if appropriate. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science. We provide professional training courses for both teachers and technicians who work in Science. Induction training and regular refresher training, tailored to their specific areas is offered to all teaching staff and technicians. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

#### Pastoral

The focus of our pastoral policy is to ensure that every student leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PHSEE programmes and assemblies are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Boarding Houses have their own risk assessments which are reviewed at least annually and more frequently if required. Parental consent is required for some activities and parents will always be informed when their child is taken off-site via direct communication or through the School's online calendar, StREAM.

#### Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures. Accident forms for students are maintained in the Medical Centre and the School Nurses are responsible for ensuring that student accident reports are passed via the Head of Department, the Head of House, the Health and Safety Officer and then to the Bursar.

Accident forms are also held at a number of locations around the School for use by staff, visitors and contractors.

#### Child Protection

Our Safeguarding (Child Protection) policies and training for all staff form the core of our safeguarding (child protection) risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By

extending this regime to School Governors, volunteers, others with Chetham's Clearance and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular updates on safeguarding (child protection), we manage this risk to an acceptable level.

A risk assessment of online access including filtering and monitoring systems is carried out by the School's Information Manager to ensure students' online safety is maintained, including being kept safe from radicalisation, as part of the School's response to the Prevent Duty.

### Support Areas

- Domestic Services: risk assessments and training are in place for every item of cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Departmental induction and refresher training covers risk assessments, protective equipment and safety notices.
- Catering: the School's contract caterer, Sodexo, has risk assessments for all aspects of the service that they provide to Chetham's. The Stoller Hall's contract caterer, Grape and Grain, has risk assessments for all aspects of the service that they provide to Chetham's.
- Premises: risk assessments cover all rooms, laboratories, stairs, corridors and emergency exits in the entire School, including boarding houses. Particular emphasis in training is given to minimising the risk of fire and to promoting security by adhering to good practice. Heads of Departments are responsible for keeping these risk assessments up to date.
- Maintenance: risk assessments and training are in place for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Departmental induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds: risk assessments and training are in place for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Departmental induction and refresher training covers risk assessments, protective equipment and safety notices.
- Office staff: risk assessments are in place for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

### Access by Students

Risk assessments of all areas of the School reinforce the policy of ensuring that our students do not have unsupervised access to potentially dangerous areas, such as the swimming pool and the science laboratories. Doors to these areas are kept locked when not in use. Students are only allowed access when accompanied by a member of staff. Students do not have access to the Catering and Maintenance working areas in the School, hazardous materials, places or machinery in the School. See also the Policy on Access to Risky Areas.

### Fire

The Fire Risk Assessment is carried out regularly and reviewed at least on an annual basis by the Health and Safety Committee.

### REVIEW OF RISK ASSESSMENTS

All risk assessments are reviewed by the relevant Head of Department on a regular basis, normally annually or more frequently if there are any significant changes to be reflected.

Risk assessments are also reviewed (and recorded), when major structural work is planned and completed, and in the event of an accident.

The School's arrangements for the management of health and safety describes its arrangements for regular health and safety audits of the fabric of the School, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The School maintains a "library" of risk assessments on the intranet. Each risk assessment will show the name of the person who is responsible for it, the date it was produced and the latest date for review. Updated risk assessments should be forwarded to the Bursar for sending to the Health and Safety Committee for approval and then uploading.

### RESPONSIBILITIES OF ALL STAFF

All members of staff are given an induction into the School's arrangements for risk assessments and health and safety on joining the School. Specialist training is 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, the Bursar and other members of senior management in order to enable the School Governing Body to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects of which they are aware or should be aware to the Health and Safety Officer or to any member of the Health and Safety Committee.

### ACCIDENT REPORTING

The Health and Safety Officer is responsible for reporting and recording any notifiable accident that occurs on School premises to a student, member of staff, parent, visitor or contractor to the Health and Safety Executive in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All accidents, dangerous occurrences and near misses are reviewed by the School's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

### AUDIT COMPLIANCE STATEMENTS

A compliance risk assessment is carried out by the Resources Committee. This analyses:

- The financial procedures and controls
- The major risks to the School, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and land slip

Poor cash flow management  
Fraud  
Loss through inappropriate investments  
Areas of potential risk

- The measures taken to protect the School against such risks, including:

Safer recruitment of staff, School Governors and volunteers  
Measures to ensure the selection, training and appraisal of appropriately qualified staff and School Governors  
Insurance  
Strong financial controls that are regularly reviewed  
Financial reserves policy  
Use of professional advice from lawyers, accountants, architects etc. as needed  
Formal review of compliance with the School's charitable objectives.

Sarah Newman  
Reviewed November 2018  
Next Review November 2019