

Risk Assessment

Contents

1 Policy statement.....	2
2 Procedures	2
3 Document Information.....	4

1 Policy statement

1.1 In order to provide a safe environment for all members of the school community, and in line with the Management of Health and Safety at Work Regulations, Hampshire Collegiate School is committed to carrying out and committing to writing appropriate risk assessments of its work and activities. All reasonably foreseeable risks are assessed as are other risks identified by specific health and safety regulations, in particular the risk of fire.

1.2 The school is also committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger, such as fire.

1.3 All risk assessments are carried out with the intention of ensuring the reasonable safety of those involved and, where appropriate, emergency procedures are regularly practised.

1.4 Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.5 This policy applies to all members of our school community, including boarders and those in our EYFS setting.

1.6 Hampshire Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

1.7 This policy is available to relevant parties on the BiE Cloud and MIS, in accordance with our statement on the provision of information and should be read in conjunction with the following documents:

Health & Safety Policy
Fire Safety Policy
Premises Policy

2 Procedures

2.1 Heads of departments, line managers, supervisors and in certain cases contractors are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to relevant staff.

2.2 The forms in use for on-site and off-site risk assessment available via the school IT systems.

2.3 Risk Assessments are routinely carried out for the following:

- Fire*
- Facilities
- Curriculum activities
- Asbestos*
- Legionella*
- School events

- Boarding
- lone working
- Working at height
- Manual handling
- COSHH *
- Visits, Trips and work experience

*Separate assessment arrangements in place.

2.4 Where appropriate, risk assessments are carried out for the following:

- One off events in school
- New or expectant mothers
- Employees under the age of 18
- DSE*

2.5 Risk assessment is also taken into consideration when hiring or purchasing equipment.

2.6 Further details of the nature of such risk assessments can be found in Hampshire Collegiate School's Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to the Bursar.

2.7 Records of risk assessments carried out are regularly monitored by the Headmaster or other senior member of staff to identify whether review or change in practice is needed.

2.8 At Hampshire Collegiate School, written risk assessments are held electronically in the Health and Safety file, in hard copy by the relevant head of department, by Kevin O'Connell or in a dedicated folder with HR.

3 Document Information

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Name of owner/author	José Picardo
Name of individual/department responsible	Ricard Amey, Bursar
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