



# ST. BEDE'S COLLEGE

## Risk Assessment Policy

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

### **Introduction**

Risk assessments are required under the Management of Health and Safety at Work Regulations 1999. They are one of the most important tools in managing hazard and risk. They should be carried out by competent trained people and be a careful examination of environments, items, activities and people that could cause harm to themselves or others, once examined decisions can be made as to whether adequate precautions or safeguards are in place or if additional controls are required to minimise risk to be considered suitable and sufficient and help prove due diligence.

The main steps or stages to good risk assessments are to identify significant risks that are reasonably foreseeable by: identifying hazards, risks levels, who could be harmed and how, identifying current controls and safeguards, assessing their adequacy, recording significant findings and deciding if additional controls or safeguards are required. Implement any additional controls or safeguards identified. Then monitor and review the risk assessment to ascertain if it is accurate and the controls are adequate.



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## Key Phrase

**Competent Person** – is a person or group of people that are trained and competent in risk assessment writing and have experience in the task, area, activity, item that is to be accessed.

**Hazard** – is something with the potential to cause harm or loss, this could be for example an activity, people, location, environment, a piece of equipment.

**Risk** – is the likelihood of harm or loss from the hazard, this could be in severity or frequency and will be an element in determining the additional controls required and the timescales they are implemented by.

**Controls in place** – These are the existing controls that are in place and functioning.

**Additional Controls** – Are the identified additional actions or safeguards required taking into account the hazards, risks and severity of any loss or injury.

A risk assessment should be generated prior to any significant change, new activity or equipment. After an accident, loss or near miss. They should also be accessed as part of any training and induction of staff or others as appropriate. Risk assessments should be reassessed after an accident or near miss, a change of circumstance and at least annually.

**Approved by the Governing Body:** November 2019

**Review Date:** November 2021



### **Risk Assessment protocol**

Detailed risk assessments have been undertaken for specific year groups and areas within St. Bede's College & Preparatory School, these assessments were generated by Named persons and a Consultant (chartered and registered Health and Safety Practitioner).

The risk assessments were generated by consultation with named persons. These assessments have been generated from the prospective of the children/students. These assessments do not cover the hazards and risk the staff or visitors may be exposed to within St. Bede's College & Preparatory School.

These risk assessments are written in a format to minimise the need to access additional documentation or other risk assessments, therefore some *hazards, severity/loss and controls in place* phrases are repeated.

Assumptions have been taken to arrive at the *severity/loss, controls in place and risk rating* of these assessments. The main criteria is the children/students attending St. Bede's College or Preparatory School are main stream, there are currently no 'special' or 'complex' needs children/students, the activities and resources observed will be a fair and representative sample of day to day activities.

### **Risk assessment**

Involves identifying the hazards present or that may arise out of any activity, from this, evaluating the extent of the risks to children/students, taking into account existing controls and their effectiveness.

### **Hazards**

Hazards are something that has the potential to cause harm during a particular activity, use of a resource and/or accessing an area.

### **Persons at risk**

For the purposes of these risk assessments, they are children/students registered to attend St. Bede's College or Preparatory School in their normal health and wellbeing. As above they are all classed as main stream with no special needs. Should any special or complex needs arise these risk assessments should be reviewed alongside any care plan for that child/student. From this a specific risk assessment should be generated along with a care plan and staff training as required.



**Severity / loss**

The severity and/or loss assessment is the possible effects that the resources or activities carried out may have without any controls being in place.

**Controls in place**

These are the controls that are currently in practice, they may not all be verified on the day but could be supported during these assessments.

**Risk rating**

Risk is the likelihood that the harm from a particular *hazard* is realised. This risk rating is the considered risk potential taking into account the *hazards* identified, *persons at risk*, the *severity or loss* and the *current controls in place*.

**Additional action/control to be implemented**

These include the continuation of all existing controls that are in place, along with recommendations of additional actions or controls that should lower the potential for harm or loss.

**Key risk assessment ratings**

**High-** Fatal or major injuries, irreversible health effects to one or more persons are highly probable.

**Medium-** Serious injury or health effects are possible.

**Low-** Minor injury or reversible health effects may occur.

**Insignificant-** No greater risk than those associated with life in general.



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Area: Being				
ACTIVITY	HAZARDS	SEVERITY / LOSS	CONTROLS IN PLACE	RISK RATING