



RISK Assessments

1. Policy Statement

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 Bournemouth Collegiate School (BCS) is committed to the appropriate risk assessment 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.

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, security breach, bomb threats, gas leaks and floods. This is found in BCS's Crisis Management Plan.

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.

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

This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents: Health and Safety Policy; Group Health and Safety Policy (UCST); Premises and Accommodation Statement; Crisis Management Plan

This document is reviewed annually by Robin Foster (Business Manager) or as events or legislation change requires. The next scheduled date for review is August 2020.

2. Key Personnel

The Head, together with his Senior Leadership Team, is responsible for coordinating the school's approach to Risk and Risk Assessment.

Health and Safety aspects of this role are the domain of the Business Manager, who acts as the Health and Safety Coordinator at BCS.

3. Procedures

Heads of Departments, line managers and supervisors are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to relevant staff and Annual Risk Assessment Returns for Departmental areas or regular activities are included in the relevant Departmental Health and Safety files.

At BCS the relevant documents for Risk Assessment are as follows:

- Annual Risk Assessment Return
- Activity/Club Risk Assessment Return
- Generic Risk Assessment Form (for trips/visits) (Example in Risk A document)
- Generic Risk Assessment Form (for on-site events)
- Departmental Risk Assessments (Example in Risk A document)
- Premises Risk Assessments (Example in Risk A document)
- Grounds Risk Assessments

Risk Assessments are also routinely carried out for the following:

- fire
- site security
- Junior School
- Senior School
- Boarding Houses
- lone working
- employees working at height
- asbestos
- storage of / use of / exposure to hazardous substances
- departmental areas / regular activities

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

- one off events in school
- trips or visits off site (see Educational Visits and Activities Off Site Policy)
- visitors coming into school without specific DBS clearance (see Child Protection (Safeguarding) Policy)
- new or expectant mothers
- those with known infections or significant health or temperament problems
- employees under the age of 18

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

Further details of the nature of such risk assessments can be found in the Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to Robin Foster (Business Manager). The records of all risk assessments carried out are regularly monitored by the Head and the Business Manager to identify whether review or change in practice is needed.

At BCS, written risk assessments are held in Departments and on One Drive.