



# MARLBOROUGH COLLEGE

## Risk Assessment Policy

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Michaelmas Term 2023



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## Risk Assessment Policy

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## **1. Policy Statement**

- 1.1 The College is committed to achieving and maintaining the highest standards of health and safety for all staff, pupils, visitors and others who may be affected by the College's activities.
- 1.2 It is the policy of the College that risk assessments are carried out as appropriate in respect of activities, processes and tasks that present a hazard and the risk assessments are regularly reviewed and documented where necessary.

## **2. Scope**

- 2.1 This policy is applicable to all those with responsibility for undertaking risk assessment for departments, boarding houses, tasks, activities, trips and educational visits which are under their control and that present significant risk.
- 2.2 The College will comply with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 by ensuring that suitable and sufficient risk assessments are undertaken. These will identify potential hazards and seek to ensure that the necessary preventive and protective steps are identified and implemented to control hazards so far as reasonably practicable.
- 2.3 This policy meets the Independent Schools Inspectorate (ISI) requirements for a written risk assessment policy to be in place and meets the requirements for leadership in and management of schools.
- 2.4 The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from the College's activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.
- 2.5 Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of risk involved with the activity.
- 2.6 In many cases a risk assessment will lead to the clarification and documentation of local department protocols and procedures that are often already in place.
- 2.7 The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.
- 2.8 Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required.
- 2.9 Instruction and training in suitable and sufficient risk assessment is provided to those with responsibility for risk assessment.

## **3. Roles and Responsibilities**

### **3.1 Health & Safety Committee**

- 3.1.1 The Health & Safety Committee is responsible for:
  - 3.1.1.1 Allocating resources in response to risk assessments within departments and determining a course of action should it be identified that a risk cannot be controlled so far as is reasonable practicable.

- 3.1.1.2 Setting up a framework for decision making and corporate strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.

### **3.2 Health & Safety Manager**

- 3.2.1 The Health & Safety Manager is responsible for:
  - 3.2.1.1 Giving competent advice on the suitability and sufficiency of risk assessments completed.
  - 3.2.1.2 Providing training on risk assessment procedures where required.

### **3.3 Heads of Departments (HoDs), Housemasters and Housemistresses (HMs) and Heads of Support Staff Departments**

- 3.3.1 HoDs, HMs and Support Staff Heads are responsible for:
  - 3.3.1.1 Ensuring the risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to staff and others, as appropriate.
  - 3.3.1.2 Ensuring that those who are tasked with completing risk assessments within departments are suitably trained to do so.
  - 3.3.1.3 Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment process.
  - 3.3.1.4 Making suitable representation to the Management Team if risk assessments identify an outstanding need which cannot be resourced within existing departmental resources.

### **3.4 Managers – Academic and Support**

- 3.4.1 Managers are responsible for:
  - 3.4.1.1 Identifying situations, tasks or activities that require risk assessing.
  - 3.4.1.2 Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to staff and others as appropriate.
  - 3.4.1.3 Ensuring risk assessments are reviewed appropriately.

### **3.5 Staff**

- 3.5.1 Staff are responsible for:
  - 3.5.1.1 Assisting with and participating in the process of risk assessment.
  - 3.5.1.2 Making sure they are familiar with the department risk assessments prior to undertaking tasks.
  - 3.5.1.3 Alerting their line manager to tasks not currently covered by a risk assessment, where one would be required e.g. the activity poses a significant risk.

## **4. Distribution**

- 4.1 This policy will be held in the Health & Safety section on Firefly and will be readily available to all staff.

- 4.2 New staff will be advised of the policy as part of their induction process.
- 4.3 Where changes are made to the policy or procedures, staff will be notified by the line manager.

## 5. Monitoring

- 5.1 Monitoring of this policy and related procedures will be carried out by the Health & Safety Manager through audits, inspections and monitoring of corrective action.

## 6. Review

- 6.1 This policy will be reviewed on an annual basis, unless a significant change or incident should occur where the review will be carried out appropriately.

## 7. References, Resources and Related Policies

- The Health & Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- HSE Guidance HSG65 – Managing for health and safety
- Department for Education – National Minimum Standards for boarding schools
- Safeguarding and Child Protection Policy
- Supervision Policy
- Education Visits Policy
- Health & Safety Policy
- Fire Safety Policy
- First Aid Policy
- [House Risk Assessment Template](#)
- [Risk Assessment Form \(general\)](#)

## 8. Version Control

Author:	Health & Safety Manager
Approved by:	The Master
Date:	Michaelmas 2023
Review Date:	Michaelmas 2024
Circulation:	College Website, A-Z Policies, Firefly,

## 9. Appendix 1 – Boarding House Risk Assessment Template

<b>Description of situation/issue/activity to be assessed:</b>	House Overview
<b>House:</b>	Add house name
<b>Person(s) carrying out risk assessment:</b>	Add full name
<b>Date of assessment:</b>	00/00/0000

1.	<b>What are the Hazards:</b>
	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Electrical issues</li> <li>• Building issues including damaged glazing, flooring/carpet etc.</li> <li>• Trailing cables</li> <li>• Liquid spillages</li> <li>• Hazardous materials/substances</li> <li>• Emergency situations</li> <li>• Legionnaires disease</li> <li>• Movement of vehicles/traffic</li> <li>• Working at height</li> <li>• Please add any additional hazards you have specific to your House</li> </ul>
2.	<b>Who might be harmed and how:</b> <i>Say how the hazard could cause harm and to whom.</i>
	<p><b>Who?</b> House staff, pupils and visitors.</p> <p><b>How?</b> Slips, trips, falls, falls from height, scolds/burns, cuts, electric shock, occupational illness/health emergency, struck by vehicle, musculoskeletal injuries.</p> <p><b>Fire</b> – danger to life if evacuation not possible, burns, smoke inhalation, entrapment.</p>
3a.	<b>What control measures are already in place:</b> <i>List what is already in place to reduce the likelihood of harm or make harm any less serious.</i>
	<p><i>This assessment is an example - please adjust to your House circumstances and remove this line.</i></p> <p><u>Asbestos</u></p> <ul style="list-style-type: none"> <li>• Information relating to Asbestos in the House is available from the Estates Department. Information is cascaded to staff during induction as appropriate and as circumstances change.</li> <li>• Asbestos management plan and procedures in place.</li> </ul> <p><u>Broken Glass</u></p>

- Arrangements are in place for making the area safe, the collection and safe disposal of broken glass.

#### Corridors/Stairwells

- Corridors and stairwells are kept clear of miscellaneous items.
- Staff are made aware of the fire route out of the building/area and to keep these routes clear of obstructions.

#### Control of Substances Hazardous to Health (COSHH)

- Staff are trained in the use of cleaning materials – BICS – CPSS – Cleaning Professionals Skills Suite.
- COSHH procedures developed in line with the BICS system.
- Spill kits are provided for use with bodily fluids and a procedure detailed in the Dames H&S Manual.

#### Display Boards

- Boards are safely accessible.
- Kick stool/step ladder available to reach top of board where necessary.
- Consideration is given to the amount and type of display boards and items on display and their location so that they do not impede the fire route out of the building.

#### Display Screen Equipment (DSE) - Computers

- Computer assessments are completed for the use of the computer/workstation.
- Guidance provided on setting up of workstation (includes layout of desk, chair, telephone etc.).
- No cables are in the main walkways.
- Cables are controlled by cable ties etc.
- Damage of equipment or concerns are reported to IT Support Helpdesk.

#### Electrical Safety

- Staff are made aware of electrical safety guidance – (checking of portable equipment before use, no items from home except chargers).
- Concerns about the condition of electrical items or plugs are to be raised with the Estate Department.
- Trailing cables should be avoided - cable covers are used where appropriate.
- Portable Appliance Testing is carried out on the house electrical equipment on an annual basis.
- Staff check bedsits for electrical items left switched on or prohibited items during the course of their work activities.
- Bedsit rules include a list of prohibited electrical items that pupils are not allowed to bring into House.

#### Emergency Situations

- Staff are made aware of the house procedures and specific responsibilities where appropriate during their induction.

#### Fire Safety

- There is a Fire logbook located adjacent to the fire alarm panel.
- All fire alarms are maintained on a regular basis by a competent contractor.
- Emergency lighting is maintained on a regular basis by a competent contractor.

- All staff receive Fire Awareness Training, and HMs, RHTs and Dames receive Fire Warden Training.
- Fire drills for pupils are carried out once per term (one of which is a waking alarm), Staff fire drills are carried out once per year.
- Pupils are reminded of the fire procedures termly in house meetings, and more often if needs are identified.
- Students are encouraged to wake sleeping dorm mates and knock on each other's doors as they make their way out of the building.
- Weekly fire alarm tests are carried out by the Dame/Houseman.
- Monthly emergency lighting checks are carried out by a competent contractor/Estates.
- Fire doors are checked to make sure they are closed at night.
- Weekly fire safety checks are carried out by the Houseman including fire doors, escape routes, final exits etc.
- Emergency call out procedures are in place for any failure of the fire detection systems/emergency lighting.
- Drapes are permitted. They must not cover electrical equipment or hang across the room.
- A Door Wedging Policy is in place to strictly control the wedging of fire doors. This is only permitted during cleaning activities and for a limited timescale.
- Generally, no furniture or equipment is allowed in escape corridors.
- Easily combustible materials, including waste, must not be stored in escape routes. Waste is removed daily from houses.
- Systems are in place for accounting for pupils on site.
- College smoking policy in place – smoking is not permitted inside or in the vicinity of the building.

#### First Aid/Medical

- Medical Centre is staffed 24 hours a day by a qualified nurse.
- Defibrillators are located in the Medical Centre, Barton Farm, Porters Lodge, Cricket Pavilion, Athletics Pavilions, Swimming Pool and Gym.
- First Aid boxes are located in the XXXX, XXXX and XXXX, and stocks maintained and checked regularly.
- HM, RHT, Dame and other house staff are trained in emergency first aid.
- Details of pupils' medical conditions are kept in the Medical Centre, and available in house.
- House team are trained in the use of epi pens by a Medical Centre Nurse.
- Information about anaphylaxis and diabetics is available from the medical centre.
- All medicines are kept in a locked cabinet.
- There is an "over the counter medicine policy" issued by the Medical Centre to all Boarding Houses.
- Bodily fluid cleaning kits are kept in the boarding house.
- Red laundry bags for items contaminated with bodily fluids are kept in the boarding house.
- Following sickness, the area is steam cleaned.
- Separate Risk Assessments are to be undertaken for those with disabilities.

#### House Equipment

- For specific pieces of equipment – see individual house risk assessments and records, maintenance contracts, etc.

#### Induction

All staff new to the house receive a health and safety induction, including the arrangements and procedures in the house; how and what we do. An induction form is completed and sent to HR.



### Ladders

- The Housman maintains a ladder register for all House ladders.
- Ladders are checked before use and are inspected on a regular basis according to their classification.
- All ladders are appropriately tagged and inspection check recorded.

### Legionella and Other Waterborne Diseases

- There is a written scheme in place for managing the risks of Legionella and other waterborne diseases.
- Monitoring is carried out by a competent contractor on an ongoing basis.
- Houseman clean showerheads on a quarterly basis.
- Housman flush the whole system after holiday periods and little used outlets on a weekly basis.

### Liquid Spillages

- Spillages are cleaned up as soon as they occur and wet floor signs displayed as appropriate.

### Pupil Behaviour

- Pupils are aware of the school rules.
- Prohibited access areas are kept locked to prevent unauthorised access.

### Repairs and Maintenance

- HM/Dame is aware of the arrangements for repairs and maintenance to the building – carpets, chairs, tables, window catches etc.
- Minor repairs and maintenance tasks are undertaken by the Houseman.

### Shelves

- Where possible all shelves are accessible from the ground, where they are not a kick stool or step ladder is used.
- Consideration given to weight of boxes and locations on shelves.
- Kick stools/step ladders are checked before use and stored securely to prevent unauthorised use.

### Training

House staff are trained as appropriate including the following areas:

- BICS – CPSS – Cleaning Professionals Skills Suite
- Manual Handling
- Food hygiene
- Health & Safety
- Hazardous Substances / COSHH
- Fire Safety Awareness
- Asbestos awareness
- Work at height

	<p><u>Vehicle Movement / Road Safety</u></p> <ul style="list-style-type: none"> <li>• Pupil induction and briefing by HM's of School Rules including road risks and safe dedicated crossing points of the A4, use of crossings and road safety in town.</li> <li>• Speed limits and traffic calming measures in place across College site and dedicated parking areas.</li> </ul> <p><u>Window – opening and closing</u></p> <ul style="list-style-type: none"> <li>• Windows are accessible (either by reach or with a window pole).</li> <li>• Window locks / restrictors are in place on windows deemed to have a higher risk of intruders coming into the House and/or pupils falling/climbing out.</li> <li>• These are checked on a daily basis by Domestic Staff working in those areas.</li> </ul>
<p><b>3b.</b></p>	<p><b>What additional control measures are required:</b> <i>Have the risks been reduced as low as reasonably practicable - is there a need for additional training/ guidance, removing/ repairing damaged equipment/ items, closing a room/ area, etc.</i></p>
<p><b>4.</b></p>	<p><b>Who will implement additional control measures and when:</b> <i>You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom.</i></p>

<b>5.</b>	<b>Monitor and Review:</b> <i>Review the previous 12 months, could the risk assessment be improved? Did an incident/ situation occur? How did you deal with it?</i>		
	The first review will be carried out in the Michaelmas term and thereafter on an annual basis, unless a significant change or incident should occur where the review will be carried out immediately.		
	<b>Reviewed by:</b>		<b>Date:</b>
	<b>Reviewed by:</b>		<b>Date:</b>
	<b>Reviewed by:</b>		<b>Date:</b>