



## 8-19 - Risk Statement

### Introduction

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 Guildford High School 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, pandemics.

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.

Guildford High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents:

- Security Policy and risk assessment
- Fire Policy and risk assessments
- Gas Leak Emergency Procedure
- Pandemic Plans
- Health and Safety Policy
- SENDA
- Equal Opportunities Policy
- First Aid Policy
- Guidance on Infection Control

This document is reviewed annually by the Facilities Manager, Iain Hazell, or as events or legislation change requires. The next scheduled date for review is February 2018.

### PROCEDURES

Iain Hazell, Facilities Manager, has overall responsibility for risk assessment and the production of written risk assessments. The records of all risk assessments are regularly monitored by the EVC (Will Saunders) who considers whether policy and practice need to be changed and advises the Headmistress and the rest of Senior Management Team.



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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 handbooks. Departmental risk assessments are also kept by the Facilities Manager on the intranet in the open-access Health and Safety file.

At Guildford High school the documents for Risk Assessment are:

- Annual Risk Assessment Return for all departments
- Generic Risk Assessment Form (for trips/visits)
- Generic Risk Assessment Form (for certain on-site events)
- Fire Risk Assessment (for all areas of the school)
- Security Risk Assessment
- Lone Working Risk Assessment
- General Classroom Risk Assessment
- Disability Risk Assessment
- Senior and Junior School Common Areas Risk Assessment
- Pregnant Employees Risk Assessment
- Working at Height Risk Assessment
- Asbestos Management Plan
- Child Protection Risk Assessment
- Temporary Disability Risk Assessment

Risk Assessments for trips and on-site events are completed electronically on GHS databases as part of the intranet calendar. They are printed off and signed either by the EVC.

A generic risk assessment form can also be found on the Health & Safety open access folder on the S:drive and can be used for other activities and for department areas. Departments with more complex risk assessments have their own forms and these are reviewed and checked annually by the Facilities Manager and Head of Department.

Risk Assessments are routinely carried out for the following:

- fire
- site security
- site hazards
- lone working
- employees working at height
- asbestos
- storage of / use of / exposure to hazardous substances
- departmental areas / regular activities



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- return to work after illness – this is risk assessed through an interview with the Human Resources Director, Susie Mooney, and recorded by her.

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

- occasional events in school e.g. Fashion Show, Pantomime, Entrance Exam Day
- trips or visits off site
- visitors coming into school without specific DBS clearance (Child Protection Risk Assessment)
- 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 United Learning Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to Iain Hazell, Facilities Manager.

At Guildford High School, written risk assessments are held by Iain Hazell, Facilities Manager (in the case of annual risk assessments), and on the GHS Database. Risk assessments for visits and internal events are approved by the Deputy Head (Co-Curricular).