

TASIS



THE AMERICAN SCHOOL IN ENGLAND

Risk Assessment (inc. Student Access to Areas of Risk) Policy

Document

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TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

1. Introduction & Purpose

- 1.1. TASIS England (The School) is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.
- 1.2. Under the Education (Independent School Standards) Regulations 2014, the National Minimum Standards for Boarding Schools (2015) and the Management of Health & Safety at Work Regulations, the School is required to manage the level of risk in all of its activities and provide a policy that describes the School's approach to managing that risk.
- 1.3. Staff and managers should manage and reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary put in place controls to reduce risk.
- 1.4. All staff should be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate.
- 1.5. The results of a risk assessment and subsequent control measures should be communicated to the staff, students and visitors concerned.
- 1.6. The School has regard to Government recommended guidance and advice re: *Learning outside the Classroom (LOtC) - National Guidance* from the Outdoor Education Advisers' Panel (OEAP) on School trips and offsite activities.
- 1.7. This policy is inclusive of school arranged activities outside of usual school hours. It applies to all staff (teaching, boarding and support staff), the Board of Directors and volunteers working in the school.
- 1.8. All who work, volunteer or supply services to the School have an equal responsibility to understand and implement this policy and its procedures both within and outside of usual school hours including activities away from school.
- 1.9. Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Head of School or a relevant senior member of staff if the Head is in absentia.
- 1.10. Risk assessments and action taken in response to risk assessments relating to boarding students or the boarding provision will be raised and discussed at SLT meetings.
- 1.11. The purpose of this policy is:

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- a. to actively promote the wellbeing of all students, staff and volunteers at the School;
- and
- b. to implement a framework for the assessment of risk(s) to the wellbeing of all who are at TASIS.

1.12. The highest priority is to ensure that all operations within the School environment, educational, pastoral, safeguarding and boarding are delivered in a safe manner which complies with both law, guidance and best practice.

1.13. It is acknowledged that risks are inherent in day to day life and they need to be identified along with the adoption of systems and controls to mitigate them.

2. Safeguarding

2.1. Safeguarding and child protection is the golden thread which is at the heart of the School. The School's policies and training for all faculty and staff form the core of our safeguarding and child protection risk management.

2.2. Safer recruitment policies and procedures reduce the exposure of the School to the risk of employing faculty and staff who are barred from working with children or are not allowed in the UK.

3. Risk Assessment

3.1. A risk assessment is a careful examination of what could cause harm to people in a specific environment or when undertaking a certain activity, so that identified hazards can be countered with precautions and/or actions to prevent harm.

3.2. The Board of Directors are legally required to assess the risks relating to:

- a. the living and study place of students and employees;
- b. the workplace.

3.3. Risk assessments focus on prevention rather than reacting to situations as they occur. Risks assessments should be reviewed and updated regularly. A Central Risk Assessment Repository is maintained by the School which contains risk assessments undertaken and maintained by staff members across the School who control specific areas. The Estates Manager is the Health and Safety and Fire Officer and as such is the contact person for risk assessments.

3.4. In assessing the risks in the workplace, the Board of Directors will require the Health and Safety and Fire Officer to:

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- a. look for the hazards, decide who might be harmed and how;
 - b. decide whether the existing precautions are adequate or whether more should be done;
 - c. record the findings, review the assessment and if necessary, revise it;
 - d. ensure others are undertaking risk assessments for their area and completing 3.4.c above.
- 3.5. Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the Estates Manager who will take into account all the relevant regulations and codes of practice.
- 3.6. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.
- 3.7. The Board of Directors has established a Health and Safety Committee which meets At least three times per academic year. It reviews key high risk areas, risk assessment processes and discusses new and emerging risks for consideration and assessment by management. Specific risk assessments for which specialists are engaged by the Estates Manager include:
- a. fire safety,
 - b. asbestos,
 - c. legionella,
 - d. gas Safety and
 - e. electrical Safety
 - f. boarding provision

4. Definitions

- 4.1. A **hazard** is something with the potential to cause harm.
- 4.2. A **risk** is an evaluation of the probability of the hazard occurring.
- 4.3. A **risk assessment** is the resulting assessment of the probability and impact to assess the severity of the outcome.
- 4.4. **Risk control measures** are the controls and procedures put in place to minimise the consequences of uncontrolled risk (e.g. staff training, fire alarms and clear work procedures).

5. Looking for Hazards

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5.1. You can look for hazards by:

- a. consultation and conducting inspections of the workplace, analysing jobs;
- b. adopting a 'what if' approach, noting all legislation and regulations as they apply to your workplace.
- c. Noting manufacturers' instructions, accident records, ill health records, etc., can help to identify hazards;
- d. Observing your environment;
- e. Liaising with colleagues using the same space.

6. Advice to All Staff

6.1. Staff should only identify hazards which could reasonably be expected to result in harm under the conditions of use of the space or activity in question.

6.2. Use the following examples as a guide:

- a. slipping / tripping hazards (e.g. poorly maintained floors or stairs);
- b. fire (e.g. from flammable materials)
- c. chemicals (cleaning fluids etc);
- d. moving parts of machinery;
- e. work at height;
- f. pressure systems, (e.g. gas systems and bottles);
- g. electricity (e.g. poor wiring);
- h. dust & fumes (e.g. welding, building work);
- i. manual handling;
- j. noise;
- k. poor lighting;
- l. low temperature;
- m. high temperature.

7. Is Risk Adequately Controlled?

7.1. Consider whether you have taken precautions against the risks from the hazards you listed? For example, is/are there:

- a. adequate information, instruction or training?
- b. adequate systems or procedures?

7.2. And do the precautions:

- a. meet the standards set by a legal requirement?
- b. comply with a recognised industry standard?

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- c. represent good practice?
- d. reduce risk as far as reasonably practicable?
- e. If so, then the risks are likely to be adequately controlled, but you still need to indicate the precautions you have in place. You may refer to procedures, manuals, school rules, etc. If the risk is not adequately controlled, a risk assessment should be compiled.

8. Who Might be Harmed?

8.1. When preparing a risk assessment there is no need to list individuals by name, just groups conducting similar activities, or why they may be affected, e.g.:

- a. teachers, classroom assistants, office staff, maintenance staff, contractors;
- b. people sharing the space, cleaners, parents/guardians/carers;
- c. pay particular attention to people with disabilities, young children, older people who may have mobility issues, visitors, inexperienced staff & lone workers.

9. Recording the Findings

9.1. Significant hazards, assessments and conclusions must be recorded and staff and students should be informed of the findings that impact upon them where relevant.

9.2. Relevant to their area, the Head of School, Estates Manager, Head of Maintenance and Division Heads should be able to show that:

- a. all the obvious significant hazards have been addressed;
- b. the precautions are reasonable;
- c. the remaining risk is low.

9.3. Staff must ensure that records are kept for future reference. Regulators may request them or in the case of any legal action they may be required.

9.4. Risk assessments should be recorded in a way that describes:

- a. an identifying description of the area being assessed
- b. the date undertaken
- c. the review date
- d. the person undertaking the assessment
- e. the agreement by a line manager
- f. a description of the hazard(s)
- g. the level of risk
- h. who might be harmed and how

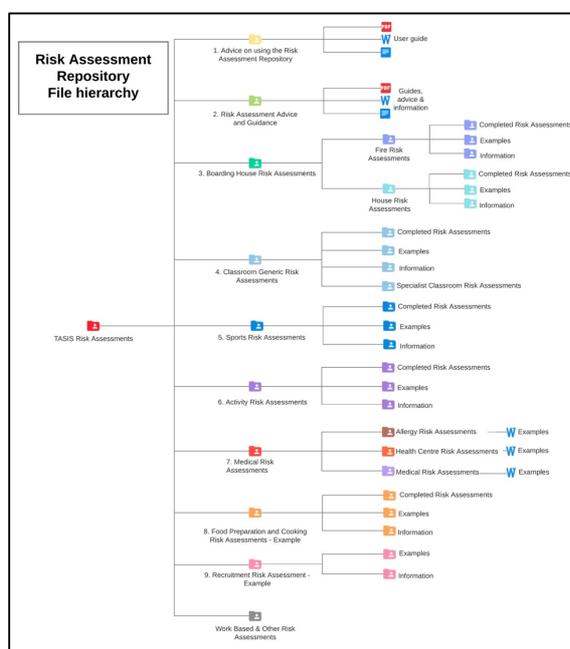
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- i. actions taken to lower risk, by whom & by when
- j. confirmation the level of risk has been reduced

9.5. Non-sensitive completed risk assessments should be uploaded to the relevant folder of the *Central Risk Assessment Repository* held on the TASIS internal shared drive (google at this time).

9.6. The purpose of the *Central Risk Assessment Repository* is to provide a single place where risk assessments are stored and where members of faculty and staff can access examples of completed risk assessments and guidance documents to assist in their completion.

9.7. Please see the file hierarchy below for an example screen shot of the *Central Risk Assessment Repository*:



10. Activities requiring Risk Assessments

10.1. There are numerous spaces and activities undertaken by the School, each of which requires its own risk assessment. These include:

- a. Fire
- b. Health & Safety
- c. Student activities
- d. Work based activities
- e. Boarding houses

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- f. Some classrooms (science labs, art rooms etc)
- g. Events
- h. Food preparation and cooking
- i. Medical
- j. Playgrounds & breaktimes (Lower/Middle School)
- k. Recruitment
- l. School trips
- m. Security
- n. Sports
- o. Staff accommodation (off and on site)
- p. Risky areas
- q. Learning outside the classroom (LOtC)

10.2. Medical and First Aid

- a. The Health Centre has risk assessments for first aid and all other medical related treatments and procedures. The accident forms are maintained in the Health Centre. There are established procedures to be followed in the case of a medical emergency.

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Student Access to Areas of Risk

1. Aim

- 1.1. The aim of this Policy is to state the School's procedures for managing, controlling or denying unauthorised access by students to potentially dangerous or risky areas of TASIS England buildings and grounds.
- 1.2. Rather than having a formal procedure for each and every identified area of risk within the TASIS England site (and student access therefore) for the most part the flow of students around site and off-site is based on common sense and trust. However, it is acknowledged that there are times when a formal proactive or reactive instruction is required in the form of a risk assessment or another relevant instructive tool.

2. Introduction

- 2.1. The Board of Directors, the Head of School, SLT, faculty and staff of TASIS England are fully committed to ensuring the health, safety, welfare and wellbeing of all students at the School.
- 2.2. On a large and complex site such as this there will inevitably be areas within the buildings or grounds that are considered to present risks to the safety of students who may accidentally or deliberately stray into them.

3. Procedures

- 3.1. The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking, access control, signage or otherwise physically preventing access to them.
- 3.2. Areas temporarily out of bounds are, where possible, fenced or cordoned off and appropriate warning notices are placed to describe the danger.
- 3.3. Areas of the School grounds away from the main buildings are illuminated where there is likely to be foot traffic, from dusk to dawn and efforts are made to recognise whether lighting levels elsewhere around the School grounds is suitable.
- 3.4. Any damage to out-buildings and garages that would allow easy access must be reported and repaired as soon as possible.
- 3.5. It is imperative that no tools, sharps, equipment or machinery are left unsupervised or in an inappropriate area on the site that students can access. Where anything is found to be a danger, it must be reported immediately to the Estates Manager or

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the Head of Maintenance and action taken to remove the risk, secure it, or declare the area out of bounds.

- 3.6. it is the responsibility of the member of staff in charge of any activity to explain to students what guidance/rules they must follow to ensure both their safety and the safety of others. Once the activity is finished it is the responsibility of that member of staff to account for the whereabouts for all the students involved and to secure the area, if appropriate.
- 3.7. Students are advised by boarding staff and advisors of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.
- 3.8. TASIS England is protected by CCTV. Security officers tour the School site throughout the day and in the evening to make sure it is secure.
- 3.9. All main school buildings and boarding houses have access controlled doors that can be accessed by staff and students throughout the School day.
- 3.10. Boarding houses are timed to exclude students during the School day except at lunch times.
- 3.11. Students only have access to buildings that they need to access to undertake their daily business.
- 3.12. The School ensures that students do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the Design Technology rooms, Gym, Sports Hall etc.
- 3.13. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
- 3.14. Students are not allowed to use gymnastic, athletic or climbing equipment without supervision.
- 3.15. Younger children at TASIS England are strictly supervised and are not allowed unsupervised access to the site.

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4. Specific Areas of Risk

	Site	Risk assessment	Date	Review date	RA held?
a	The Lake, Thorpe Place	Yes	October 2016	October 2017	Risk Repository
b	Lower School playground	Yes	February 2017	February 2018	Risk Repository
c	Crossing point	Yes	October 2016	October 2017	Risk Repository
d	Maintenance dept.	Yes	November 2016	November 2017	Risk Repository
e	Workshops and storage buildings	Yes	November 2016	November 2017	Risk Repository
f	General - Trees	Yes	November 2016	November 2017	Risk Repository
g	General - Walkways	Yes	November 2016	November 2017	Risk Repository
h	General – Perimeter wall condition	Yes	November 2016	November 2017	Risk Repository
i	Tractor and school vehicles	Yes	November 2016	November 2017	Risk Repository
j	South car park	Yes	November 2016	November 2017	Risk Repository

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