

The Mill Hill School Foundation

**Walker House, Millers Close, The Ridgeway, Mill Hill,
London NW7 1AQ**

Mill Hill School

Belmont, Mill Hill Preparatory School

Grimsdell, Mill Hill Pre-Preparatory School

The Mount, Mill Hill International

Risk Assessment Policy

Effective January 2015

Introduction

The Court of Governors of the Mill Hill School Foundation is committed to promoting the safety and welfare of all in the Foundation community so that effective education can take place. We aim to provide a safe environment for staff, parents, pupils and visitors by ensuring that all our educational and support operations are delivered in a safe manner that complies with legislation and follows best practice.

Risks are inherent in everyday life and the Foundation recognises the need to identify them and adopt systems for minimising them. To achieve this we undertake risk assessments to assist in managing the health and safety of the Foundation. This Policy explains the Foundation's approach to managing risk and identifying appropriate measures to control risks that have been identified.

What is Risk Assessment?

A risk assessment is the formal examination of a possible harm or hazard that could result from a particular activity or situation at the Foundation and which may affect staff, parents, pupils or visitors or the Foundation or its Schools themselves.

Risk assessments can be used to identify potential hazards to people (e.g. trip hazards) and property (e.g. a fire). They are used also to identify strategic hazards (e.g. damage to the Foundation's reputation), financial hazards (e.g. a decline in pupil numbers), compliance hazards (e.g. failing to follow safeguarding requirements) and environmental hazards (e.g. legionella). Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong.

A risk assessment considers:

- the hazard - which is something with the potential to cause harm (e.g. fire).
- the likelihood of the risk - which is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- an assessment of risk - which is an assessment of the severity of the outcome of the hazard if it occurs (e.g. loss of life, destruction of property).
- the control measures – which are the measures and procedures to put in place in order to minimise the likelihood of the risk and the potential consequences of the hazard (e.g. staff training, fire alarms and insurance).

Identifying the hazard

At the Foundation we have appointed a specialist health and safety company to advise us on providing a safe environment and assessing risks. This company is Owen David Risk Management Ltd and they conduct an annual survey of the Foundation to review our practices and advise on any potential hazards they identify.

It is not solely the duty of the Foundation to ensure, so far as is reasonably practicable, the health, safety and welfare of the staff, pupils, parents, the public and other people who use the premises. All Staff have a duty to take reasonable care for themselves and other persons who may be affected by their actions and to support the Foundation in providing a safe environment by reporting accidents and identifying potential hazards.

Which areas require risk assessments?

There are numerous activities carried out at the Foundation, each of which requires its own separate risk assessment. Such areas in which risk assessments are of particular importance are:

- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Fire safety
- Health and Safety
- Swimming Pool safety
- Buildings and footpaths

Other examples of the kinds of potential risk or hazard that have been identified and addressed by a risk assessment at the Foundation or one of its Schools are:

- sports training and matches
- sports and PE facilities, such as the Swimming Pool
- school facilities, such as classrooms and science laboratories
- school trips
- Leaf milner and bleeding canker infection
- Ponds on the Foundation estate
- public coming onto the Foundation estate to use the Sports Hall facilities or trespassing from the rights of way
- traffic using the Mill Hill School Car Park
- slip and trip hazards
- bouncy castles

A risk assessment is undertaken when a special event takes place at the Foundation. These risk assessments can be very detailed for major events, such as the Mill Hill Parents' Association Fireworks Party.

The Foundation employs model or generic risk assessments for educational activities and visits. The Schools follow best practice advice and comply with the regulatory requirements regarding risk assessments for science and technology activities.

The Foundation approach to the management of risk

The annual Report of the Governors includes a review of the significant risks facing the Foundation and the Charity and the controls employed to mitigate the risks and which are recorded in the Foundation Risk Map. The Governors determine the assessment of main risk areas that the Foundation may face, such as compliance with the Foundation's charitable objectives, loss of fee income, financial controls and safe recruitment of staff, and introduced policies and procedures to monitor the controls established to mitigate those risks. The Governors undertake regular reviews of policy, procedures and controls. The Risk Map is reviewed annually.

The Foundation has a Health Care Policy and a First Aid Policy and the Medical Centre has written procedures all aspects of its operation, including care for illness, accidents and injuries, the GP and immunisation service, travel vaccinations, administration of medicines,

planning for special dietary needs and allergies. Accident forms are held at the Medical Centre and at each of the Foundation Schools. When an accident occurs the Nurse or First Aider is responsible for ensuring that the accident report is completed and if appropriate passed to the Deputy Bursar for information and assessment and who will make any necessary reports under RIDDOR. All accidents reported to the Deputy Bursar and notifiable near misses are reviewed by the Executives' Health and Safety Committee which meets each term, with a view to assessing whether any measures need to be taken to prevent recurrence. The Nurse Manager presents a Report on Accidents and Injuries throughout the Foundation twice a year to the Pastoral Committee of the Court of Governors.

The Policy to Safeguard and Promote the Welfare of children who are pupils at the School and The Recruitment, Selection and Disclosure Policy and Procedure, with regular safeguarding training for staff, form the core of our Child Protection risk management. The Foundation's safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff whether under a contract of employment, under a contract for services or otherwise than under a contract as set down by the DfE who are barred from working with children or who are not allowed to work in the UK. By compliance with the requirements of Keeping Children Safe in Education the Foundation extends this safeguarding regime to Governors, volunteers, contractors, agency and supply workers and the members of the families of staff aged over 16 years who are accommodated on site.

Risk assessments and training are undertaken for all significant risks with regard to catering and cleaning departments, including food safety, manual handling, slips and trips and the control of substances hazardous to health (COSHH); and maintenance and estates departments, including manual handling, working at height, maintenance and grounds equipment, swimming pool maintenance, use of pesticides and other substances hazardous to health (COSHH), protective equipment and safety notices.

The Foundation Security Policy provides a strategy for the effective delivery of a safe and secure environment which is a shared responsibility of all staff and to ensure that the Foundation has regard to consideration of newly arising threats which are addressed through risk management. Pupils are expected to be actively involved to protect themselves and others from risk, safeguard property and support the Foundation's security strategy to ensure that the Foundation has regard to consideration of newly arising threats which are addressed through risk management. Risk assessments cover identified major risks, including fire and security risks.

The Risk Assessment model used by the Foundation is principally that recommended by the Institution of Occupational Safety and Health. All risk assessments undertaken are regularly reviewed and updated if required.

The Foundation employs specialists who undertake risk assessments with regard to high risk areas, such as fire safety, asbestos management, and high risk events. The Foundation employs specialist health and safety consultants also who advise on workplace health and safety, and other specialists for other areas, including PAT testing, security, legionella testing, fire equipment and gas.

Pupils are normally involved only in low risk activities. The Schools may undertake some medium risk activities with older pupils (e.g. sailing, skiing and CCF training) and when they

do so the School will usually employ specialist qualified instructors. Pupils are always given a safety briefing before participating in these activities, are required to wear the appropriate protective equipment and to follow instructions. Any high risk activities, such as shooting, will be allowed only under the control of specialist instructors.

In accordance with EYFS Statutory Framework the Foundation ensures that it takes all reasonable steps to ensure that the staff and children are not exposed to risks and written risk assessments are undertaken when considered appropriate by the School. The written risk assessments are regularly reviewed by the School.

Review and Monitoring of this Policy

The operation of this policy and the effectiveness of its procedures will be monitored by the Executives and reported to the Estates Committee.

This Policy will be reviewed every three years.

Last review: Estates Committee February 2015