



**Lincoln Minster School**  
**Risk**



## **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, Lincoln Minster 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, etc. (See Crisis Management Procedures)

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.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Lincoln Minster School 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 Treatment Policy document.

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

This document is available in staff handbooks, on the school network, in the Safety Compliance File and on request from the school offices, and should be read in conjunction with the following documents:

- UCST Health & Safety policy p86
- Crisis Management policy
- Premises and Accommodation statement
- Supervision policy
- Lone Working policy
- First Aid policy
- Fire policy
- Risk Assessments

This document is reviewed annually by the Principal and the Health and Safety Committee or as events or legislation change requires.

Reviewed: C. Rickart, Principal June 2011  
Health and Safety Committee, June 2011

Updated: January 2012

Next review due: **June 2012**

## PROCEDURES

Heads of departments, line managers and supervisors are responsible for risk assessment and for the production of written risk assessments as appropriate to their roles within the school. 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.

At Lincoln Minster School the documents for Risk Assessment are:

- Annual Risk Assessment Return/Checklist
- Activity/Club Risk Assessment Return
- Generic Risk Assessment Form (for trips/visits)
- Generic Risk Assessment Form (for on-site events)
- Risk Assessment Form for First Aid
- Fire Risk Assessment Form
- Legionella Risk Assessment Form
- Asbestos Risk Assessment Form

Relevant forms are available on the school network

Risk Assessments are routinely carried out for the following

- fire
- site security
- site hazards (Preparatory Department, Pre-Preparatory Department and EYFS)
- site hazards (Senior School)
- site hazards (Boarding Houses)
- lone working
- employees working at height
- asbestos
- storage of / use of / exposure to hazardous substances departmental areas / regular activities
- legionella
- vehicle maintenance

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

- one off events in school
- trips or visits off site
- visitors coming into school without specific CRB clearance (Child Protection)
- 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 UCST Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to the Site Manager, Ken Keetley.

At Lincoln Minster School, electronic copies of risk assessments are kept on the school network, and hard copies as appropriate held as follows:

- with the Site Manager (all 'site related' health and safety assessments; fire; site security, etc)
- with Heads of Department, in departmental documentation and on the VLE (departmental risk assessments)
- with other line managers and supervisors, as appropriate (eg School Nurse, Head's P.A.)
- in the School Offices (Educational Visits and Activities off Site)
- in the Boarding Houses (Boarding)

Records of all risk assessments carried out are regularly monitored and reviewed by the Senior Leadership Team to identify whether review or change in practice is needed.