



**British Academy**  
School Marrakech  
— Belong Achieve Become —

# **Risk Assessment**

## **BASM 38**

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## 1. AIM

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, peripatetic staff, pupils and others who may be affected by our work activities.

This policy is designed to enable The British Academy School Marrakech in fulfilling our legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

By focussing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication should be done by providing a copy of the risk assessment form and discussing the findings during a leadership meeting.

## 2. OBJECTIVES

1. To ensure that **risks** are **identified, classified and mitigated**, and to understand the significance of any **residual** risk.
2. To ensure that risk assessment and mitigation (control measures) is a **central part** of the **school culture**, to enable us to fulfil our responsibilities as defined in the Children's Act 2004 Part 10(2).
3. To ensure that **practical risk assessments** are undertaken with appropriate frequency, taking into account the level of the risk.
4. To encourage a **high level of transparency** amongst all stakeholders with regard to risk in order to actively **promote the wellbeing of pupils** and all other stakeholders.
5. To ensure that the school communicates effectively with all relevant stakeholders in relation to risk assessment.
6. To conduct all our activities safely and in compliance with legislative

## 3. ASSESSMENT OF HAZARDS AND ASSOCIATED RISKS

1. Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
2. Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
3. Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members

4. Provision of information, instruction, training and protective equipment to staff (and pupils where required)
5. Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through monitoring or following an incident.
6. Please note that all employees have health and safety responsibilities when at work.
7. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

#### **4. QUALITY ASSURANCE**

The risk assessment policy and procedures are reviewed and benchmarked externally by a recognised expert.

#### **5. RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM**

1. Produce a school health and safety policy and devise appropriate procedures for managing health and safety related issues as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
2. Receive and action regular and routine health and safety reports from the BURSAR to enable it to monitor and evaluate the effectiveness of the health and safety management systems ensure that the school has access to competent health and safety advice.

#### **6. RESPONSIBILITIES OF THE BURSAR & OPERATIONS OFFICER**

1. Ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
2. Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
3. Support accident and incident investigations and review reports
4. Undertake monitoring and ensure the provision of adequate resources to achieve compliance
5. Ensure that the school has access to competent health and safety advice
6. Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
7. Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
8. Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
9. Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.



## 7. RESPONSIBILITIES OF EMPLOYEES:

All employees, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

1. Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
2. Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
3. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
4. Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
5. Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

## 8. RESPONSIBILITIES OF THE PUPILS:

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

1. Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
2. Cooperate with teaching and support staff and follow all health and safety instructions given
3. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
4. Report to a teacher or other member of school staff any health and safety concerns that they may have

## 9. RISK ASSESSMENT

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

1. A hazard is something with the potential to cause harm, serious injury, death. (e.g. fire).
2. The primary focus **should not be on the likelihood of risk**, but the **risk itself** and efforts to further **mitigate** any **residual risk**.
3. A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
4. Risk Assessments focus on prevention. Often simple measures are effective and inexpensive.
5. Risk assessments are not one off events, but require frequent reviewing and updating regularly.

## 10. VARYING SCALE OF RISK

There is a graded approach to risk, from the strategic to the day to day. Strategic risks might refer to an existential threat to the school existence perhaps because of a change of government policy, or pandemic. These are the for the advisory board and in some cases Senior Leadership Team to try to mitigate. SLT have primary oversight responsibilities for whole school risk such as

Fire, Health & Safety. Other day to day risks require staff to systematically assess and monitor their work areas.

## **11. DAY TO DAY RISK AREAS AND RESPONSIBILITIES**

### **a) Educational facilities and activities (See Appendix 1)**

Science experiments, Sport and PE activity, Art, Music, Drama, Field trips, Offsite Visits & trips, recreational

#### **Responsibility: Head & Teaching Staff**

### **b) Cleaning – Body Fluids – control of Hazardous Substances.**

Risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- All hazardous products in use for cleaning up body fluids will have a risk assessment completed.
  - The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine) and will be kept in a locked cupboard that is not readily accessible to all.
  - All body fluids will be cleaned up as quickly as possible after spillage.
  - Appropriate disposable gloves will be provided and worn.
  - To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent.
  - The dilution of the bleach solution depends on the product being used  
Solutions will be made up fresh as required.
  - Urine spillages will be cleared up using paper towels before washing the area with a detergent solution.
  - Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
  - Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.
- An inventory of all hazardous substances on site is kept and updated regularly. Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.

- A risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided

Training records are maintained for those who receive training

- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors



- Only substances purchased through the school systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly.

**Responsibility: Operations Officer**

**c) Security**

Risk assessments include the laboratory, stairs, corridors and emergency exits in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

**Responsibility: Operations Officer**

**d) Maintenance & Grounds**

Risk assessments and training required for every major tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Risk assessments and training is required for every major tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office based) who spend the majority of their working day in front of a screen.

**Responsibility: Operations Officer**

**e) fire Safety, Drills & Alarm Activation**

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff and recorded.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Following either a planned or unplanned evacuation of the building, a debrief session

Will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

**Responsibilities: Operations Officer**

**f) Electrical Systems and Equipment**

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not

to use any equipment that appears damaged or defective. The School's defect reporting procedure is followed as required.

#### **g) Security**

The Operations Manager will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The school undertakes an annual review of security risk assessments and undertake regular routine security checks. The Operations Manager is responsible for the security of the premises during the school day; in his absence the Bursar assumes this responsibility. All staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

#### **h) Driving and Transport**

The school will ensure all driving activities will be risk assessed and where private vehicles are used for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion. BASM recognises that it is an offence to use, cause or permit the driver to use a handheld mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:
  - Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
  - Hand held radios and mobile phones are not to be used on petrol station forecourts.
  - All accidents that occur whilst on school business will be reported
  - Where staff are involved in an accident they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head of School as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to



put out the fire.

i) **Pupils and Parents**

As children progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities. The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School Prospectus, School Newsletter, Individual letters

Responsibilities: Head, SLT and teaching staff

Prevention of Work Related Violence Including Lone Working

Responsibilities: Operations Manager (all non-academic), teaching (Head)

**SIGNED BY: DEPUTY HEAD PASTORAL, DSL**

Deputy Head Pastoral, DSL Signature ..... 

**RATIFIED BY: ADVISORY BOARD OF GOVERNORS**

Advisory Board Member's Signature ..... 

15.8.22

REVIEWED: August 2022 NEXT REVIEW DATE: March 2023



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## APPENDIX 1 WORK SPACE RISK ASSESSMENT

### BACKGROUND

Our primary role at BASM is to actively promote the wellbeing of the children in our care. The definition of 'Wellbeing' for these purposes being taken from section 10(2) of the Children's Act 2004 'as physical and mental health, and emotional well-being, protection from harm and neglect, education, training and recreation, the contribution made by them to society, social and economic wellbeing.'

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

1. A hazard is something with the potential to cause harm, serious injury, death. (e.g. a slippery floor or a fire).
2. Our focus **should not be on the likelihood of risk**, but the **risk itself** and the actions required to **mitigate that risk**, a clear understanding of the **residual risk** and what can be done to mitigate it.
3. Risk Assessments focus on prevention. Responses often require simple measures (simply moving objects, locking or unlocking a door etc). Some might require more remedial action i.e. cabling covers for wires etc.

### STANDARD REQUIREMENT

The standard requirement is that once this work space risk assessment has been completed it will be monitored by the teacher responsible on a daily basis before school starts.

### STEP 1.

Identify the risk? For the purpose of this risk assessment the focus is on the pupils i.e. The primary risk is that a student could be injured, or seriously harmed

## **STEP 2. HAZARD IDENTIFICATION (Column 2)**

Identify hazards in your work place area that could lead to a student being injured or seriously harmed. These might include wires and cabling, slippery floors, bags littering the floor, windows that are unsafe, shelves that are at a dangerous height, doors that are heavy and could cause a young child to injure their fingers, outdoor areas which mean a child might escape unnoticed, of which are dirty, unclean toilet areas, access to scolding water, interaction of much older and younger children (at playtime) etc.

## **STEP 3. HAZARD MITIGATION / PREVENTION (Column 3)**

Against every hazard listed, identify what needs to happen to mitigate / prevent the risk. This might require maintenance / new equipment / or simply daily monitoring and tidying / cleaning.

## **STEP 4 IDENTIFICATION OF RESIDUAL RISK (Column 4)**

Identify what the residual risk is. If this residual risk cannot be managed safely then speak to the Operations Officer as a matter of urgency.

## **STEP 5 MONITORING RISK ASSESSMENT**

On a daily basis in your primary work space monitor the area against the hazards and mitigations you have identified. Sign your log to confirm that you have.



APPENDIX 1 CONTINUED



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RISK ASSESSMENT LOCATION \_\_\_\_\_

NAME OF TEACHER \_\_\_\_\_

DATE OF ASSESSMENT \_\_\_\_\_

ARTICULATION OF RISK:

	HAZARD	MITIGATION	RESIDUAL
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

SIGNATURES OF TEACHER / STAFF \_\_\_\_\_ OPERATIONS OFFICER / Deputy  
 Head Pastoral \_\_\_\_\_