Risk Assessment Policy

RISK MANAGEMENT AND RISK ASSESSMENT: TO SUPPORT CHILD PROTECTION AND SAFEGUARDING

1. **Scope**

   This policy is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage.

2. **Objectives**

   a) To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
   b) To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
   c) To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
   d) That identified control measures are implemented to control risk so far as reasonably practicable.
   e) That those affected by school activities have received suitable information on what to do.
   f) That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
   g) To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

3. **Guidance**

   The Head Teacher and Governors are responsible for the overarching risk management policy of the school. The overall strategy is formally reviewed on an annual basis. Day to day responsibilities of governors and/or senior managers may be delegated to other members of staff where appropriate.

Key risk areas include, but are not limited to:

a) pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
b) school trips
c) management of visitors on school premises
d) fire and emergencies
e) traffic and pedestrian interaction on site
f) management of hazardous substances
g) use of hazardous equipment e.g. in D.T., Art etc.
h) the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
i) risk areas which are not directly related to health and safety, including but not limited to:
    i. financial
    ii. recruitment procedures including governing body oversight
    iii. reputational
    iv. terrorism, including the prevention of fundamentalism and extremism
    v. pupil self-harming
    vi. security, specifically in boarding or EYFS areas, as appropriate

4. Completion of risk assessments

a) Risk Assessments must be undertaken prior to any activity which is 'out of the ordinary'.
b) The person in charge of the activity should draft / update an applicable risk assessment and pass it to their line manager for review.
c) The completed risk assessment should be forwarded to the Compliance Officer and saved under Risk Assessments on Teams.
d) Template risk assessment forms are included in Appendices 2 and 3. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.
e) Risk assessments will take into account:
    i. hazard - something with the potential to cause harm
    ii. risk - an evaluation of the likelihood of the hazard causing harm
    iii. risk rating - assessment of the severity of the outcome of an event
    iv. control measures - physical measures and procedures put in place to mitigate the risk
f) The risk assessment process will consist of the following 6 steps:
    i. what could go wrong
    ii. who might be harmed
    iii. how likely is it to go wrong
    iv. how serious would it be if it did
    v. what are you going to do to stop it
    vi. how are you going to check that your plans are working
g) The Compliance Officer will be responsible for the maintenance of risk assessment records. Where the policy is reviewed schools should identify how the review is recorded and considered e.g. by a H&S committee or similar.
h) Risk assessments will be reviewed:

i. when there are changes to the activity
ii. after a near miss or accident
iii. when there are changes to the type of people involved in the activity
iv. when there are changes in good practice
v. when there are legislative changes
vi. annually if for no other reason

i) A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 3.

5. Training requirements for staff

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar / Head of Department.

JMB
April 2024

Appendix 1: General Risk Assessment Template

GENERAL AREA RISK ASSESSMENT				
REF No:		**Date:**		
Location:		**Assessor:**		
Persons at Risk:				
IDENTIFIED HAZARDS	**SEVERITY**	**PROBABLE FREQUENCY**	**Risk Score**	**YES/NO**
Consider such hazards as: slips, trips & falls ;burns; chemicals; falling from height; fire; electrocution; amputation; suffocation; noise; crushing; gas; poisoning; fracture; dislocation; strain; sprain; machinery; vehicles; tools; animals; weather; young persons, horse play etc. Include daily and occasional activities.	Enter a no. from 1 to 6 1 Negligible 2 Minor injury 3 Major injury 4 Single death 5 Multi-death 6 Multi-offsite	Enter a no. from 1 to 6 1 Improbable 2 Possible-every 5 yrs 3 Occasional – annually 4 Fairly frequent – quarterly 5 Frequent – weekly 6 Certainty - daily	Severity multiplied by Frequency	Score of 9 or above further immediate assessment needed YES/NO
If using this form for **Fire Safety Risk Assessments**, consider hazards such as: lack of alarm systems; inability to hera alarms; safety of escape routes; obstructions; locked exit doors; lack of signage; drill frequency; combustibles; chemicals; sources of ignition, open fires, heating appliances; festive or display materials; numbers of persons in locations; evacuation by the young, elderly, disabled or infirm; electrical equipment; gas and LPG usage; smoking; smoking arrangements, etc.				

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Appendix 2: - School Trip Risk Assessment

See separate School Trips Policy

Appendix 3: Areas Requiring Risk Assessment (Non-Exhaustive)

Educational
a) science experiments
b) design & technology
c) food handling and preparation
d) sport and PE activity
e) Duke of Edinburgh award
f) art
g) music
h) drama & dance
i) general classroom
j) school trips
k) visiting lecturers
l) LOTC activities

Support
m) catering and cleaning
n) caretaking and security
o) maintenance
p) grounds / traffic management
q) office
r) site visitors
s) fire & emergencies
t) Pupil Safeguarding and Welfare
u) FOSE events

Legal Requirements & Education Standards

References:
a) Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (http://www.isi.net/)
b) Health & Safety Executive, Five steps to risk assessment (http://www.hse.gov.uk//risk/fivesteps.htm)
c) Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website.
d) Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
e) "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
f) "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
g) Early Years Foundation Stage: Statutory Framework
h) Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)
i) Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (www.ncvo-vol.org.uk)
j) Home Office guidance on duties under the Counter Terrorism Act 2015 (www.gov.uk/government/publications/prevent-duty-guidance)
k) National Minimum Standards for Boarding Schools April 2015