Risk Assessment Policy

(This policy relates to the whole College including EYFS)

This supplements the Health and Safety Policy

Responsible person: Bursar
Last reviewed: January 2022
Next review due: January 2024

Section 1   Scope

This guidance applies to all those with responsibility for developing and implementing risk management strategy and undertaking risk assessments for activities under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2016.

Section 2   Objectives

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

Section 3   Guidance

The Headmaster, Bursar and Governors are responsible for the overarching risk management policy of the school. In practice, day to day responsibility for ensuring risk management best practice is delegated to the Bursar and Estates Manager. The overall strategy is formally reviewed annually. The responsibilities of governors and/or senior managers may be delegated. Key risks identified and needing to be managed include:

(a) pupil supervision (including safeguarding and welfare requirements). This includes implementation of the School Designated Safeguarding Lead (DSL) as well as a range of responsibilities outside safeguarding
(b) school trips
(c) management of visitors on school premises
(d) fire and emergencies
(e) management of hazardous substances

(f) use of hazardous equipment e.g. in PE, Design Technology or Art
(g) checks to ensure the suitability of staff to undertake designated roles, including staff not employed by the school who work with pupils on another site
(h) risk areas not directly related to health and safety, including but not limited to:
- financial
- recruitment procedures including governing body oversight
- reputational
- terrorism, including the prevention of fundamentalism and extremism
- pupil self-harming
- site security
- infection and disease

Section 4   What is a risk assessment?

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

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring & the estimated severity.
- A risk assessment is the resulting assessment of the likelihood and impact of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and the environment (asbestos, Legionella).

Section 5   What should a Risk Assessment contain?

The risk assessment process consists of the process or activity owner considering the following 6 steps:
1. what could go wrong
2. who might be harmed
3. how likely is it to go wrong
4. how serious would it be if it did
5. what are you going to do to stop it
6. how are you going to check that your plans are working.

Pro-forma templates for Risk Assessments are held on the College intranet.

Section 6   When should a Risk Assessment be reviewed?

- when a new risk is identified
- when there are changes to the activity
- after a near miss or accident
- when there are changes to or new people involved in the activity
- when there are changes in good practice
- when there are legislative changes

Section 7   Who is responsible for Risk Assessments?

The risk management strategy includes the assignment of roles to competent persons (either internal or external) and associated training is provided.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate guidance. Key teaching area risk assessment checklists are also in place for guidance.

The Bursar is responsible for the overall implementation of the risk assessment policy, however day to day monitoring and oversight is delegated to the Estate Manager. CLT, Heads of Department, Trips/Extracurricular leads are the key process owners responsible for their subject area risk assessments and sign off.

All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, the Bursar and other members of the CLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Estates Manager and/or Bursar.

Competent advisors are appointed to provide training and expertise to key staff in risk assessments, and the Estates Manager is also available to assist on a day to day level. Specialist training is given to those whose work requires it. Departments are responsible for their own risk assessments and copies are held in the Departmental shared drive.

The Bursar/Estates Manager also conduct spot checking on a rolling quality assurance programme to ensure wider organisational compliance. This policy should be reviewed annually by the Health & Safety Committee before being referred to the CLT, Head and Governors.

Section 8   Accident Reporting

The School Nurse is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the Bursar with a view to assessing if any measures are needed to prevent recurrence.

Appendix 1   WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in the school, each of which requires its own separate risk assessment. The most important of these cover:
- Fire safety, procedures and risk assessments
- Educational visits and trips

Separate model documents cover both of these areas mentioned above. However, risk assessments are also needed for many other areas, including:
EYFS, Educational: Science experiments; Design and Technology; Sport and PE activity; and Art.

Within the College, we make use of model or generic risk assessments, for our educational activities and visits. We provide professional training courses for both teachers and technicians who work in Science and D&T.

All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Administration and Support: catering and cleaning; security; maintenance; grounds / traffic management; office; site visitors; fire & emergencies.