



RISK ASSESSMENT POLICY

(This policy relates to the whole College including EYFS)

This supplements the Health and Safety Policy

Responsible person: Bursar
Last reviewed: October 2025
Next review due: June 2026

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Section 1 Scope

This guidance applies to all those with responsibility for developing and implementing a risk management strategy and sets out the framework through which St Columba's College identifies, assesses and manages risks that could affect pupils, staff, visitors, and the wider school community. 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 prevent injury and promote children's welfare.
- To ensure legal compliance; and meet the ISSR requirement for a written risk assessment policy to be in place; and meet the requirement for leadership in and management of schools.
- To identify those responsible for conducting risk assessments and monitoring its implementation.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, on and off site, including school trips.
- Ensure that the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To ensure that identified control measures are implemented to control risk as far as reasonably practicable.

Section 3 Guidance

The Head, Bursar and Governors are responsible for the overarching risk management policy of the College, a step-by-step process for controlling health and safety risks caused by hazards in the College. Day to day responsibility for managing risk is delegated to the Bursar and Head of Estates. 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 Leads (DSLs)
- (b) school trips
- (c) management of visitors on school premises
- (d) management of contractors on school premises
- (e) fire and emergencies
- (f) management of hazardous substances
- (g) use of hazardous equipment e.g. in PE, Technology and Art
- (h) 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

- (i) 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, systematic examination of the harm or hazard to people, property or the environment 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 record 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 When is a risk assessment required?

There are numerous activities carried out on and off the premises which have potential hazards, each of which requires its own separate risk assessment. Risk assessments are also required for the work place (such as fire safety, gas safety, asbestos and legionella management) and for equipment use on site.

Risk assessments are also needed for areas including EYFS, Science, Food, Design Technology, PE, Expressive Arts and Art.

Catering and cleaning contractors have their own set of company risk assessments.

Section 6 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.

Templates for Risk Assessments are held on the College intranet & Appendix 1.

Section 7 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
- annually, each September INSET

Section 8 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 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 Head of Estates. The duty to conduct risk assessments is delegated to competent individuals including CLT, Heads of Department, trips/extracurricular leads, event organisers and the lettings manager. All are responsible for their subject area risk assessments, sign off and review, plus saving in the Departmental folder in Teams.

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 Head, the Bursar and other members of the CLT in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks to the Head of Estates or Bursar.

School staff make use of model or generic risk assessment templates. All teaching staff and support staff receive induction and INSET refresher training in risk assessments tailored to their specific areas. Specialist training is given to those whose work requires it, such as technicians who work in Science and Technology. The Head of Estates is available to assist on a day-to-day level.

The Bursar and Head of Estates conduct spot checks for organisational compliance.

This policy should be reviewed annually by the Health & Safety Committee before being referred to the CLT and Governors.

Section 9 Accident and near miss reporting

Employees have a duty to report accidents to their employer. Any staff member witnessing an accident or near miss must record the details in an incident report, available in Teams. The School Nurse ensures that the injured person has access to medical treatment and is responsible for reviewing and reporting on all incidents, investigations and trends (between terms and years) at H&S committee meetings.

The Nurse is responsible for reporting and recording any notifiable accident (serious workplace event) that occurs on school premises regarding a pupil, staff member, parent, visitor or contractor in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Any such work activity injury, disease or dangerous occurrence must be immediately reported to the Bursar by phone or in person. The Bursar must immediately use the Health and Safety Executive website online form to report.

Appendix 1 Risk Assessment Template

Details	
School: ST COLUMBA'S COLLEGE AND PREPARATORY SCHOOL	Department:

Risk Assessment Title:

Who is at Risk?	
People at Direct Risk: 	Other People Who Could be Affected:

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk

Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sign Off Sheet

Assessor Details:		
Assessor(s) name:	Assessor(s) signature:	Date:

School safety co-ordinator to sign below to accept the assessment		
School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above		
Date of review:	Reviewed by (Name):	Comments: