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## Risk Assessment Policy

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Reviewed	Autumn 2022
Name of owner/author	Bursar
Approval by	Senior Management Team
Target Audience	Whole School Community/Public
Where available	Website, Staffshared Drive
Review Date	Autumn 2024

## **1 Policy Statement**

The school's Governors are committed to promoting the safety and welfare of all members of the school community. Governors' priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

## **2 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.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Safeguarding and Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost-effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by Heads of Department in the Senior School, Subject Coordinators in the Prep School, the Deputy Head's and the Bursar.

## **3 What Areas Require Risk Assessments?**

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Educational Visits and Trips
- Pupils
- Fire Safety
- Health and Safety

Risk assessments are also needed for many other areas, including:

### **Educational**

- Science

- Design and Technology
- Sport and PE
- Duke of Edinburgh award
- Art and Design
- Music (including minimising the risk of hearing loss)
- Drama (including the theatre backstage, stage, props room and lighting box)
- General Classroom

The school makes use of model or generic risk assessments for educational activities and visits.

### **Pastoral**

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHEE programme and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken.

### **Medical and First Aid**

The Medical Centre has written procedures for Health Care and First Aid. Accident forms are completed for each accident and a summary of all accidents is provided to the Governors.

### **Child Protection**

Our Safeguarding and Child Protection Policies and training for all staff form the core of our Safeguarding and Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to Governors, volunteers and by ensuring that everyone in our community receives regular Safeguarding and Child Protection training, we manage this risk to an acceptable level.

### **Support Areas**

- **Catering and Cleaning**

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

- **Caretaking and Security**

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Maintenance**

Risk assessments and training cover all significant risks including, 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 training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- **Grounds**

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Administrative Staff**

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.

## **4 Conducting a Risk Assessment**

The school uses principally the model recommended by the HSE and the risk assessment process will consist of the following 6 steps:

- (a) what could go wrong
- (b) who might be harmed
- (c) how likely is it to go wrong
- (d) how serious would it be if it did
- (e) what are you going to do to stop it
- (f) how are you going to check that your plans are working

A template risk assessment is included in section 10.

The school's policy is not normally to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example, sailing, skiing and Duke of Edinburgh's Award training. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

## **5 Specialist Risk Assessments and High Risk Activities**

We always employ specialists to carry out high risk tasks at the school. The Bursar arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

## **6 Review of Risk Assessments**

All risk assessments are regularly reviewed, in particular they are reviewed:

- (a) when there are changes to the activity
- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The school maintains a copy of completed risk assessments and these are available for reference by staff from the Bursar's office.

## **7 Responsibilities of all Staff**

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training.

Specialist training is given to those whose work requires it. Staff are, however, 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 SLT in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Bursar.

## **8 Accident Reporting**

It is the responsibility of the Bursar to record and report to the HSE, in accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

## **9 Risk Register**

The Governors carry out regular reviews of the Charity's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the Charity is exposed. The Governors maintain a Risk Register and are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- a) financial procedures and controls
- b) major risks to the school, including:

- strategic risks

- loss of fee income
- damage to reputation
- failure to teach the correct syllabus
- Safeguarding and Child Protection issues
- gaps in Governor skills
- conflicts of interest
- employment disputes
- major Health and Safety issues
- possible data loss
- risks of fire, flood and land slip
- poor cashflow management
- fraud
- loss through inappropriate investments
- pandemic
- other areas of potential risk

The measures taken to protect the school against such risks, including:

- safe recruitment of staff, Governors and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- insurance
- strong financial controls that are regularly reviewed
- use of professional advice from lawyers, accountants, architects, etc as needed
- formal review of compliance with the school’s charitable objectives

## 10 Risk Assessment Template

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff

## **11 Review and Development**

### **11.1 Procedure**

This document, together with the effectiveness of its procedures, is reviewed annually by the Senior Management Team and Governing Board and as events or legislation change requires.

### **11.2 Links with other Policies**

This policy should be read in conjunction with the following documents:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- First Aid Policy
- Educational Visits and Trips Policy
- Staff Recruitment Selection and Disclosure Policy