



## **Risk Assessment Policy**

Updated: 01-19  
Prepared by: JUH/SHCC

Next Review 01-20  
Approved by: SHCC, ROP

**This Policy applies throughout the School from the EYFS to Year 6.**

### **Scope**

This Policy is applicable to all those with responsibility for developing and implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Education (Independent Schools Standards) Regulations 2014 (ISSR) the Independent Schools Inspectorate and the Early Years Foundations Stage (EYFS) statutory framework.

### **Objectives**

- To ensure that major risks are identified and managed as part of an overarching strategy with a view to promoting the welfare of our pupils and staff
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership and management of schools
- To ensure that suitable and sufficient risk assessments are undertaken for all activities involving pupils where there is likely to be significant risk including educational visits and clubs
- 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 by the Senior Management Team and Governors
- To identify those in the School responsible for conducting risk assessment and monitoring its implementation

### **Responsibilities**

The Headteacher and Governors are responsible for the overarching risk management strategy of the School. The Bursar, the HR & Compliance Officer and Heads of Section (and where appropriate the Designated Safeguarding Lead) will be responsible for the implementation of this Policy. The overall strategy will be formally reviewed on an annual basis.

### **Key risk areas**

We consider that our key risk areas are:

- Pupil supervision (including safeguarding, child protection and welfare requirements). This will include appointment of the School's Designated Safeguarding Lead (DSL) and Deputy Designating Safeguarding Lead (DDSL) but will also cover a range of responsibilities outside safeguarding
- Educational visits
- Management of visitors on School premises
- Fire and emergencies
- Traffic and pedestrian interaction on site and in the immediate vicinity of the School
- Management of hazardous substances
- Use of hazardous equipment e.g. in DT, Art etc.
- The suitability of staff to undertake designated roles and checks to ensure that they are suitable, including staff not employed by the School but who work with pupils in School
- Risk areas which are 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/eating disorders
  - Security, specifically EYFS areas

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 policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

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 (and where appropriate the DSL).

A template risk assessment form is included as Appendix 2 to this Policy.

Risk assessments will take into account:

1. Hazard: something with the potential to cause harm
2. Who is at risk and how
3. Existing control measures: physical measures and procedures put in place to mitigate the risk
4. Additional actions required
5. Risk level: an evaluation of the likelihood of the hazard causing harm

The risk assessment process will consist of the following five steps:

1. What could go wrong?
2. Who might be harmed, how and the extent of the harm?
3. How likely is it to go wrong?
4. What are you going to do to stop it?
5. How are you going to check that your plans are working?

The Bursar and the HR & Compliance Officer will be responsible for the maintenance of risk assessment records. All completed risk assessments are reviewed by the Bursar and, where appropriate, the delegated Governors. The Risk Assessment Policy is reviewed annually by the Bursar's office and the Assistant Head.

Risk assessments will be reviewed:

- When there are changes to an activity or practice
- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are changes to the physical environment or premises
- When there are legislative changes
- Annually if for no other reason

A (non-exhaustive) list of areas which will require risk assessment is included at Appendix 1.

### **Linked Policies**

- Fire Risk Prevention Policy and Procedures
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- Premises and Accommodation Policy
- Preventing Extremism and Radicalisation Policy
- Safeguarding and Child Protection Policy
- Safeguarding Information for Volunteers
- Supervision of Pupils Policy
- Visitors and Visiting Speakers Policy

### **References:**

The Education (Independent Schools Standards) Regulations 2014

[http://www.legislation.gov.uk/ukxi/2014/3283/pdfs/ukxi\\_20143283\\_en.pdf](http://www.legislation.gov.uk/ukxi/2014/3283/pdfs/ukxi_20143283_en.pdf)

Health & Safety Executive: Controlling risk assessment

<http://www.hse.gov.uk/risk/controlling-risks.htm>

Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DFE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DFE_Health_and_Safety_Advice_06_02_14.pdf)

The Charity Commission: Charities and Risk Management CC26

<https://www.gov.uk/government/publications/charities-and-risk-management-cc26/charities-and-risk-management-cc26>

*Protecting children from radicalisation: the prevent duty* (2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

## **APPENDIX 1: Areas requiring risk assessment (non-exhaustive)**

### **Educational areas**

- Science experiments
- Design & technology
- Food technology
- Sport and P.E. activity
- Playground
- Art
- Music
- Drama & dance
- General classroom
- Early Years setting
- Educational visits (including needs of pupils with known medical conditions)
- Clubs (where appropriate)

### **Support areas**

- Catering and cleaning
- Caretaking and security
- Maintenance
- Grounds
- Traffic management
- Offices
- Site visitors
- Fire and emergencies

### **Premises including**

- Plant room
- Storage spaces
- Cleaners' stores
- Corridors
- Toilets
- Stairwells
- Passenger lift
- Courtyard
- Front and side gates

### **Pupil safeguarding and welfare**

#### **Staff welfare e.g.**

- New and expectant mothers
- Work experience participants

### **First aid procedures**

### **Legal requirements and educational standards**

### **Risk of Radicalisation (matters falling under the scope of the Prevent Duty)**

APPENDIX 2: Risk Assessment: \_\_\_\_\_ (See risk level key at foot of page)

| Hazard/Issue | Persons at Risk & How | Existing Controls | Additional Actions Required | Risk Level (H,M,L) | Action by | Target Date | Date/Initials when completed |
|--------------|-----------------------|-------------------|-----------------------------|--------------------|-----------|-------------|------------------------------|
|              |                       |                   |                             |                    |           |             |                              |
|              |                       |                   |                             |                    |           |             |                              |
|              |                       |                   |                             |                    |           |             |                              |
|              |                       |                   |                             |                    |           |             |                              |
|              |                       |                   |                             |                    |           |             |                              |
|              |                       |                   |                             |                    |           |             |                              |
|              |                       |                   |                             |                    |           |             |                              |

Assessor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

|  |  |            |  |       |  |
|--|--|------------|--|-------|--|
| <b>Signatures of those taking view of risk assessment:</b> |  |            |  |       |  |
| <b>REVIEW AND MANAGEMENT APPROVAL</b>                      |  |            |  |       |  |
| Checked by:  |  | Signature: |  | Date: |  |
| Comments:  |  |            |  |       |  |
| Checked for compliance by Governor:                        |  | Signature: |  | Date: |  |
| Comments:  |  |            |  |       |  |

To assist with the prioritising of suggested areas for improvement, the following High/Medium/Low risk rating is used:

Low = aimed at other issues where failure to do so is not critical (complete within 6-12 months)

Medium = aimed at meeting good practice to reduce injury or enforcement (complete within 3-6 months)

High = aimed at reducing significant or formal enforcement action (complete within 1 month)