

RISK ASSESSMENT POLICY

1. Scope

- 1.1. This Policy is applicable to all those undertaking risk assessments for activities which are under their control. This includes the requirements of the Education (Independent Schools Standards) Regulations (ISSRs) 2014, and National Minimum Standards for Boarding Schools 2022.

2. Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the safety and welfare of staff, pupils and others.
- 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 in control of school activities have received suitable and sufficient information in order adequately to manage the associated.
- 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.

3. Guidance

- 3.1. The Head and Governors will be responsible for the overarching risk management policy of the school. In practice, day to day responsibility for ensuring risk management best practice is managed by the Head, Deputy Head, and Bursar. The Policy will be reviewed on an annual basis. Where appropriate the responsibilities of governors and/or senior managers may be delegated.

3.2. Key risks identified include:

- pupil behaviour
- school trips
- management of visitors on school premises
- fire
- management of hazardous substances
- use of hazardous equipment e.g. in Design Technology or Art
- child abuse

3.3. Risk areas which are not directly related to health and safety, including but not limited to:

- Financial
- recruitment procedures including governing body oversight
- reputational

4. **What should a Risk Assessment contain?**

4.1. Pro-forma templates for Risk Assessments are held on Teams.

5. **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 the type of people involved in the activity.
- When there are changes in good practice.
- When there are legislative changes.
- Annually if for no other reason.

6. **Who is responsible for Risk Assessments?**

6.1. The School's strategic system for risk management is the Goat Risk Management Solution. The risk management strategy includes the assignment of roles to competent persons (either internal or external) and associated training is provided.

6.2. The Goat system contains five overarching primary areas of risk management:

Area	Designated Officer/s
Governance	School Governors
Reputation and External Environment	Head and Governors
Finance and Change	Head, Bursar and Governors
Operational	Bursar, Director of Human Resource, Deputy Head and Governors
Compliance	Bursar, Director of Human Resource, Deputy Head and Governors

6.3. This organisation is committed to ensuring that those who hold responsibility for risk management have access to training and support in order competently to manage the risk.

6.4. The Senior Leadership Team is responsible for the overall implementation of the risk assessment policy, however day-to-day identification of risk, monitoring and oversight is delegated to the Heads of Department, Heads of Faculty and HSMs.

6.5. The Health & Safety Co-ordinator will be responsible maintaining Health and Safety key risks register, who is responsible for them and their last review date.

6.6. This policy should be reviewed annually by the Health & Safety Committee before being referred to the Senior Leadership Team.

7. What areas require Risk Assessments?

7.1. Any area or activity that includes exposure to a reasonably foreseeable significant risk must be subject to a suitable and sufficient risk assessment. The following areas must be risk assessed:

8.

Assessment	Managed by	Location
• Fire	H&S Co-ordinator	Teams
• Educational visits and trips	Head of Outdoor Education	Online
• Science	Head of Science	Teams
• Design and Technology	Head of ADT	Teams
• High risk Sport	Director fo Sport	Teams
• CCF	CCF Co-ordinator	CCF Systems
• Theatre	Head of Music	Teams
• Catering	Holroyd Howe	HH systems
• Hazardous chemicals	Risk assessment held by each department	Teams
• Site Safety and Security	Head of Soft FM	Teams
• High risk maintenance activities	Hard FM supervisor	Teams
• Traffic management	H&S Co-ordinator	Teams

9. Accident Reporting

- 9.1. The Health & Safety Co-ordinator is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). 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.

10. References

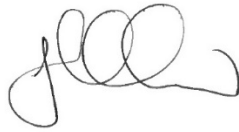
- Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3
<http://www.isi.net/>
- Health & Safety Executive, Five steps to risk assessment
<http://www.hse.gov.uk/risk/controlling-risks.htm>
- Home Office guidance on duties under the Counter Terrorism Act 2015
www.gov.uk/government/publications/prevent-duty-guidance
- National Minimum Standards for Boarding Schools September 2022
<https://www.gov.uk/government/publications/boarding-schools-national-minimum-standards>
- Charities and Risk Management (CC26), 2010
www.charity-commission.gov.uk/publications/cc26.aspx

Downside School Policy Approval Record

Reviewed by Bursar and Head of Facilities (Soft FM), Health and Safety Co-ordinator

Date 10th March 2026

Authorised by Chair of the Board of Governing Body



Date April 2026

Next Review March 2027

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This policy supplements the Health and Safety Policy Statements which set out the activities to be assessed and responsibilities for assessments.