



Risk Assessment Policy

References:

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

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

Scope

This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, and National Minimum Standards for Boarding.

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.

Guidance

The Head Master 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 delegated to the Bursar. The overall strategy will be formally reviewed on an annual basis. Schools should note that the responsibilities of governors and/or senior managers may be delegated.

Key risks identified & needing to be managed include:

- a) pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School Designated Safeguarding lead ("DSL") but will also cover 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 Design Technology or Art
- (g) the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
- (h) 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
 - security, specifically in boarding

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 probability and severity 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 environmental (asbestos, Legionella).

What should a Risk Assessment contain?

The risk assessment process will consist 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

Proforma templates for Risk Assessments are held on the School's Safety Management System:

I:\Health and Safety Folder\Downside Health and Safety Management System 2014\Appendix 3- RISK ASSESSMENTS\Blank Risk Assessment\Downside School Risk Assessment.docx

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

Who is responsible for Risk Assessments?

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

This guidance is applicable to general risk assessment. Where specialist skills are required, eg 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.

The Bursar is responsible for the overall implementation of the risk assessment policy, however day to day monitoring & oversight is delegated to the Health & Safety Officer. Heads of Department, Boarding House Masters and Mistresses, Co-curricular leads, Head of Building and Engineering, and Head of Estate Operations 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 Head Master, the Health & Safety Officer and other members of the SLT 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 Health & Safety Officer.

Competent advisors have been appointed to provide training and expertise to all staff in risk assessments, and the Health & Safety officer is also available to assist on a day to day level. Specialist training is given to those whose work requires it.

The Health & Safety Officer will be responsible for the maintenance of risk assessment records including a register containing all risk assessments, who is responsible and the last review date. These shall be uploaded onto the School's Safety Management System, held on a group shared drive.

The Health & Safety Officer shall 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 Head and the Senior Leadership team.

Accident Reporting

The Bursar's Secretary 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.

Appendix I

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:

Educational

- Science experiments
- Design and Technology
- Food Technology
- Sport and PE activity
- Duke of Edinburgh award
- Art
- CCF
- Music
- General classroom
- School trips
- Drama & theatre

Within the schools, we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology. 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.

Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies

Pupil Safeguarding and Welfare

Policy approved by SLT on 03.09.18