

RISK ASSESSMENT POLICY

This is a whole College policy, including EYFS and the boarding community.

Risk Management and Risk Assessment

Scope

This guidance is applicable to all those with the 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, National Minimum Standards for Boarding and Early Years Foundation Stage.

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 college activities have received suitable information on risk
- That the risk management strategy, and risk assessments are recorded and reviewed when appropriate
- To identify those in college responsible for conducting risk assessments, and monitoring its effectiveness

Guidance

- The Governors, Headmaster, and Business Manager will be responsible for the overarching risk management policy of the college. The overall strategy will be formally reviewed on an annual basis. The College should note that the responsibilities of governors and / or senior managers may be delegated
- The college has decided that the key risk areas are:
 - a) Pupil supervision (including safeguarding and welfare requirements). This will include implementation of the college designated safeguarding lead (DSL) but will cover a range of responsibilities outside safeguarding.
 - b) Suitable, safe sleeping accommodation is provided for boarders. It is well organised and managed with risk assessments undertaken, with findings acted upon to reduce risk for all boarders. Where boarders are aged 8 years or over, sleeping accommodation for boys is separate from sleeping accommodation for girls.
 - c) School trips and activities.
 - d) Management of visitors or contractors on school premises.
 - e) Fire, and emergencies.

- f) Traffic and pedestrian interaction on site.
- g) Management of hazardous substances.
- h) Use of hazardous equipment e.g. in Science, DT, Art etc.
- i) The suitability of staff to undertake designated roles, and DBS checks to ensure that they are suitable, including staff not employed by the college who work with pupils on another site e.g. boarding houses.
- j) Risk areas which are not directly related to Health and Safety, including but not limited to:
 - i. Financial
 - ii. Recruitment procedures
 - iii. Reputational
 - iv. Terrorism, including the prevention of fundamentalism and extremism
 - v. Pupil self-harming
 - vi. Security, specifically in boarding or EYFS areas, as appropriate

Risk Assessments

The paragraphs below detail when a risk assessment is required, who is responsible for drafting, and checking the assessments, how and where records are kept, including any training requirement for staff on the production of 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
- The Headmaster / Business manager / Head of department will be responsible for the implementation of the risk assessment policy
- This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality, and hazardous substances, there is a separate policy guidance in place
- Risk assessments will be reviewed on an annual basis, or as required
- Risk assessment awareness or toolbox training will be provided on specific areas where identified by the Business manager / Head of Department
- A template risk assessment form is included in Section 3.7 of the main Health and Safety Policy document. The school adopts the CLEAPSS Advisory Service model for lessons in Science, Design and Technology

Risk assessments will take into account:

- a) Hazard – something with the potential to cause harm
- b) Risk – an evaluation of the likelihood of the hazard causing harm
- c) Risk Rating – documented assessment of the severity or outcome of the event
- d) Control Measures – physical, or procedural measures put in place to mitigate the risk

The risk assessment process will consist of the following steps:

- a) Identification of what could go wrong
- b) Who might be harmed and how
- c) How likely is it to go wrong
- d) How serious would it be if it did
- e) What are we going to do to stop it
- f) How are we going to check that the plans are working

The Headmaster / Business manager / Head of Department will be responsible for the maintenance of risk assessments records. The annual review of the Health and Safety Policy document will be ratified by the Business Manager.

Risk assessments will be reviewed:

- a) When there are changes to the activity
- b) After a serious accident or serious near miss
- 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 there is no other reason

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or new activities.

Areas requiring risk assessment (a non-exhaustive list)

Educational

- Boarding
- Science
- Design and Technology
- Sport and PE activity
- Duke of Edinburgh award
- Art
- Music
- Drama and Dance
- General Classroom
- College trips
- Pupil safeguarding and welfare

Support

- Catering
- Cleaning
- Maintenance
- Grounds
- Security
- Office DSE
- Contractors
- Fire
- Emergency Lock Down
- Traffic Management
- Covid-19

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Person Responsible for Updates	Date Last Reviewed	Next Review Due
Alison Higgins and Nigel Croucher	February 2023	February 2024