



## **RISK ASSESSMENT POLICY**

**Committee Responsible:** Finance and Premises Sub-Committee

**Reviewed by:** Business Manager

**Adopted by Committee:**

**Date of review:** June 2021

**Date of next review:** June 2024

## 1. Introduction

School Committee is committed to promoting the safety and welfare of all members of the school community. This policy outlines the School's approach to undertaking risk assessments for activities under our control. It also explains what is meant by risk and by risk assessment, which areas of our work require a risk assessment and how risk assessments are carried out and reviewed. It takes into account the requirements of the Independent Schools Standards (ISSRs), the National Minimum Standards for boarding schools (NMS) and the statutory framework for the Early Years Foundations Stage (EYFS framework).

In accordance with its obligations under the Health and Safety at Work Act 1974 and with Part 3 of the ISSRs, the School has a duty to ensure the health, safety and welfare of employees and the health and safety of students and others affected by the School's operations, so far as is reasonably practicable.

The School will do so by taking a sensible, proportionate, and holistic approach to management of health and safety issues in accordance with the School's obligations and its health and safety policies.

## 2. Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the welfare of children and adults (see Appendix 2).
- To meet the ISI 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.
- To ensure that identified control measures are implemented to control risk so far as is reasonably practicable.
- To ensure that those affected by school activities have received suitable information and instruction on what to do.
- To ensure 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. Responsibilities

The School Committee and Head Teacher are responsible for the overarching Risk Management policy of the school - the policy is formally reviewed every three years whilst the risk register is reviewed termly.

Heads of Departments and Managers are responsible for carrying out risk assessments for their departments (see Appendix 1).

Other staff with specific responsibilities for activities, tasks, facilities or equipment are required to

carry out relevant risk assessments.

The Business Manager will be responsible for the maintenance of risk assessment records and the implementation of the risk assessment policy.

External experts are contracted to undertake specialist risk assessments when required. This covers areas such as asbestos, legionella, gas, electricity and fire safety.

#### **4. Conducting a Risk Assessment**

Risk assessments are required to be undertaken in the following circumstances:

- Before any activity or task with significant potential risk is carried out for the first time.
- Before new buildings are brought into use for the first time
- Before buildings or areas of buildings are brought back into use following major refurbishments or changes to the building
- For all external trips.

A template risk assessment form is provided to staff. An example is included in Appendix 1.

Risk assessments will take into account:

- Hazard - something with the potential to cause harm – *‘What are the hazards?’*
- Risk - an evaluation of the likelihood of the hazard causing harm and assessment of the severity of the outcome of an event – *‘who might be harmed and how?’*
- Control measures - physical measures and procedures put in place to mitigate the risk *‘What are you already doing / What further action is necessary?’*
- Responsibilities – *‘Action by who / Action by when?’*

Completed risk assessments should be filed in the Health and Safety folder in department documents.

The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

#### **5. Training**

Staff are given guidance on risk assessment as part of their induction as appropriate to their role. Staff required to undertake risk assessments will be given relevant training and support.

The School works with an external Health and Safety Advisor to support the management of Health and Safety throughout the School and they are able to provide advice to anyone carrying out risk assessments if required.

#### **6. Review of Risk Assessments**

All risk assessments will be regularly reviewed, and the School maintains a copy of completed risk assessments available on the school staff share system. Risk assessments will be reviewed:

- when there are changes to the activity
- after a significant 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.

**Appendix 1:**

Areas requiring risk assessment (non-exhaustive)

**Educational**

- Science Experiments
- Design & Technology
- Food Technology
- Sport and PE activity
- Duke of Edinburgh award
- Art
- Music
- Drama
- General Classroom
- School Visits and Trips

**Support**

- Catering
- Cleaning
- Caretaking and Security
- General Maintenance
- Grounds Maintenance
- Boarding Accommodation
- Traffic and Transport
- Office Safety
- Site Visitors
- Fire & Emergencies

**Pupil Safeguarding and Welfare**

Our *Child Protection Policies* and training for all staff form the core of our 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 School Committee and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Appendix 2:

# Sibford School- Risk assessment

Insert department name / RA title:

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done

*In addition to the above, dynamic risk assessments will be conducted by staff.*

Assessment review date:  (usually within one year, or earlier if working habits or conditions change)