



Risk Assessment Policy

September 2024

RISK ASSESSMENT POLICY

Policy to be reviewed annually			
Action	Owner	Date	Completed
Reviewed	Bursar (Stephen Coles)	September 2024	✓
Approved	Head (Mark Maddocks)	September 2024	✓
Approved	Risk & Compliance Committee	November 2024	✓

Date of next review: September 2025

To be published on	
School network	✓

Accessibility notice

To enable easier reading, this Policy is available in a larger font upon request

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, National Minimum Standards for Boarding and Early Years Foundations Stage.

1. AIM

To ensure that the School is compliant and following all appropriate guidelines for ensuring appropriate risk assessments are written, reviewed and followed within the school community, both within school and on educational visits.

To ensure that all staff are appropriately trained.

2. 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.

3. RESPONSIBILITIES

The Head and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. Key risk areas include:

- pupil supervision (including safeguarding and welfare requirements). This will include matters under the aegis of of the school's Designated Safeguarding Lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- school trips
- management of visitors on school premises or remote
- fire and emergencies
- traffic and pedestrian interaction on site
- management of hazardous substances
- use of hazardous equipment e.g., in Science, 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 who work with pupils on another site or remotely
- risk areas which are not directly related to health and safety, including but not limited to:
 - financial
 - recruitment procedures
 - reputational
 - terrorism (including the prevention of fundamentalism and extremism)
 - pupil self-harming

- child-on-child abuse
- security on site
- cyber security

4. TRAINING

The Health and Safety Policy details training and the person responsible for organising it. The Human Resources and Compliance Officer keeps all records of regulatory training documentation in the Bursar's office.

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/Head of Department.

5. RISK ASSESSMENTS

A "library" of risk assessments is maintained by the Bursar and the school Educational Visits Coordinator (EVC) on SharePoint and staff are responsible for preparing risk assessments for any unusual activities.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and DT.

Risk assessments will take into account:

- Hazard – something with the potential to cause harm
- Risk – an evaluation of the likelihood of the hazard causing harm
- Probability and Impact – assessment of the likelihood and severity of the outcome of an event
- Control measures – physical measures and procedures put in place to mitigate the risk
- Additional actions to further reduce the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it, and
- how are you going to check that your plans are working?

Risk assessments will be reviewed:

- 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

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

RESPONSIBILITIES

The Bursar

The Bursar has day to day management responsibility of health and safety within the school and ensures risk assessments are maintained and revised annually in the following non-teaching areas:

RISK ASSESSMENT	WRITTEN BY	CHECKED BY
Fire	Bursar	C.S.Todd Associates
Legionella	Assurity Consulting	Bursar
Catering (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness	Catering Manager	Handsam
Cleaning including Control for Substances Hazardous to Health (COSHH)	Manufacturer of products	Finance Manager
Grounds maintenance	Bursar	Handsam
Maintenance (including working at heights, electricity, manual handling etc)	Bursar	Handsam
Asbestos Register	Bursar	Handsam

Induction Leader

The Deputy Head Strategy and Operations oversees induction for all teaching and teaching support staff and ensures they are aware of the procedures. The Bursar oversees the induction of all non-teaching staff. The HR and Compliance Officer records all training and induction procedures have taken place.

Subject Leaders

- Subject Leaders are responsible for maintaining up to date risk assessments for areas under their control and ensuring they are inserted into the appropriate policy document, and storing the up to date copy on resources for all staff to access.
- Subject Leaders are responsible for ensuring that risk assessments for any activity which requires a separate risk assessment (for example, but not limited to, science /DT, art, music, drama and PE) are completed and signed off by the Bursar prior to the activity taking place.
- Subject Leaders are responsible for alerting the Bursar if they require any additional training on risk assessments regarding specific areas as necessary.

Educational Visits

The Head of Operations & Partnerships is the Educational Visits Coordinator (EVC) and ensures that before each trip, the trip leader reads the generic risk assessment, completes, signs and returns the trip checklist to

the EVC which is checked and signed by the EVC and the Head. The checklist is then filed on SharePoint's Co-Curriculum folder..

Third parties organising residential trips send an appropriate risk assessment to the trip leader who will read the risk assessment and then sign, complete and return the trip checklist to the EVC which is checked and signed by the EVC and the Head before the trip takes place. A copy is taken on the residential trip and stored on the server for staff access.

Staff

All staff are responsible for writing and updating risk assessments annually on their classrooms/offices/subjects.

All staff are responsible for digitally signing copies these risk assessments and sharing them with all staff in the Risk Assessment area on SharePoint.

Staff (including external club staff) are responsible for writing new risk assessments throughout the academic year, as become necessary, for any new clubs or lessons which are not already covered on a risk assessment but require one. These assessments must be given to the Bursar in time to review and sign off before the activity takes place.

NON-TEACHING AREAS

Catering Department

The Catering Manager is responsible for risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.

Maintenance and Caretaking

Pupils are not allowed entry to the maintenance and caretaking areas: the Bursar keeps risk assessments for all its activities, safe use and storage of equipment and flammables, hazard data sheets for chemicals and other products. Records of staff training are kept in the Bursar's office.

In addition, risk assessments are in place covering the following areas:

- Admin and Office (including Display Screen Equipment)
- Asbestos
- Expectant mothers
- Manual handling
- Premises and site (including vehicle movement, slip, trips and falls)
- Working at height

AUDIT COMPLIANCE STATEMENTS

An risk register is presented by the Bursar to the Governors to approve annually as Trustees of the Charity.

This report analyses:

- The financial procedures and controls
- The major risks to the school, including:

Strategic risk

Loss of fee income

Damage to reputation

Failure to teach the correct syllabus

Risk of a child protection issue

Gaps in Governor skills

Conflicts of interest

Employment disputes

Major health and safety issues

Possible data loss / breach

Risk of fire, flood and land slip

Poor cash flow management

Fraud

Loss through inappropriate investments

Areas of potential risk

- The measures taken to protect the school against such risks, including:

Safer recruitment of staff, Governors and volunteers

Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors (all staff receive regular appraisals and are given the opportunity for appropriate training)

Insurance

Strong financial controls

Use of professional advice from lawyers, accountants, architects, etc as needed

Filtering software used by the IT manager to check internet usage

Governors are asked to approve the risk register annually.

Appendix 1

Risk Assessment

DATE: XX.XX.XX

(A new form must be completed annually for the following academic year, plus the form must be updated during the year if any changes or additional risks are perceived. The completed risk assessment must be signed off by the Bursar before any known hazards are introduced into the classroom. Thank you.)

Hazard	Risk	Probability (1-3)	Impact (1-3)	Prob. x Impact	Control Measures	Additional actions to further reduce risk	Action by whom and when (To be completed by Bursar)

Completed by:	Signature:	Date:
Reviewed by:	Signature:	Date:

Appendix 2

Key area
Reception classroom
Years 1 to 6 classrooms

Science & DT room
Art Room
Epod
Digital Technology Room
Philosophy room
DH office (2)
Drama in Hall
Singing room
Music practice rooms 1-4 – basement
Bursar's Office
Music room
Library
Outdoor classroom
PE and sports
Drama and PE office
School office
Support team office
Castle climbing frame / Climbing bars / Pond and science garden
Expectant mothers' procedures in school
Visitors to school
Cleaners' cupboards
Caretaker's shed & maintenance
Working at height procedure
Staff room
Head's study

