16a. Risk Assessment Policy and Guidance

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 Early Years Foundations 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.
- 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 Bursar, Headmaster 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. The responsibilities of the Bursar, Governors and Headteacher may be delegated.

The following key areas will be risk assessed:

- 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
- school trips
- management of visitors on school premises
- fire and emergencies
- management of hazardous substances
- use of hazardous equipment e.g. in Art
- 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.

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 or EYFS areas, as appropriate

Part 3, para 16 of the ISSRs identify that a dedicated risk assessment policy is required of schools but can consist of an existing policy suitably updated and identified. The policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment. It is not suitable for the information to be woven amongst several documents. The detail required (non- exhaustive) should include:

- when to complete risk assessments
- who is responsible for drafting and checking
- records to be kept
- training requirements for staff

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

The Bursar & Deputy Head will be responsible for the implementation of the risk assessment policy. This guidance is applicable to general risk assessments. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, specialist support will be utilised. Teaching area risk assessment checklists are also in place for guidance.

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 Deputy Head and Bursar. E.g. Risk Assessment for School Trips.

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 Design & Technology.

Risk assessments will consider:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate 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
- how are you going to check that your plans are working
- the Deputy Head & Bursar will be responsible for the maintenance of risk assessment records. Where the policy is reviewed schools should identify how the review is recorded and considered e.g. by a H&S committee or similar.

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 App 4.

Appendix 1
Specific Arrangements at the School

The following areas/activities present identified and significant risks at the Schools and as a consequence, pupils are not allowed unsupervised access to:

- Pupils are not allowed unsupervised entry to the Cleaning and Maintenance Stores: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept by Oscar Cleaning Ltd.
- Areas of higher risk across the school have had secure passcode protection added: Science/art room, lower ground floor caretaker area and catering areas.
- The Catering Department: where the Catering Manager keeps 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.

Whole school polices and risk assessments supplement subject/classroom-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Catering and Food Hygiene Policy

- Code of Safe Conduct for Staff
- Control of access and security (CCTV)
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Display Screen Equipment
- Educational visits
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Induction of new staff
- Legionella
- Manual handling
- Medical Questionnaire
- Occupational Health
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Security, including workplace safety and lone working
- SEND Policy
- Sun Protection (EYFS pupils)
- Temporary staff and Contractors
- Working at Heights

Appendix 2 Risk Assessment responsibilities

Name	**Risk assessment responsibility**
Bursar and Head of Operations	Fire
Bursar and Head of Operations	Legionella

Bursar and Head of Operations & School Coordinator	All rooms, corridors and exits
Bursar and Head of Operations	Maintenance (including work at height, electricity, power tools, COSHH)
Bursar and Head of Operations	Asbestos and Asbestos Register
Bursar and Head of Operations	Reprographics and copiers
Science Co-ordinator	Science
PE & Sport	PE and Sport
Headteacher & Deputy Head	Art & Outdoor lessons and trips and visits
Deputy Head	Productions
Deputy Head	Community Activity and Events

Appendix 3: Risk Assessment Template

Significant hazards/location	People at Risk	Existing Controls	What further action is needed

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 work activities.

Appendix 4: Areas requiring risk assessment (non-exhaustive)

Educational

- science experiments
- food technology
- sport and PE activity
- art
- music
- drama & dance
- general classroom
- School
- trips

Support, Safeguarding and Welfare

- catering and cleaning
- caretaking and security
- maintenance
- office
- site visitors
- fire & emergencies

Legal Requirements & Education Standards 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/fivesteps.htm)

C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website.

D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

F: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

G: Early Years Foundation Stage: Statutory Framework

H: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)
I: Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (www.ncvo-vol.org.uk)

J: Home Office guidance on duties under the Counter Terrorism Act 2015
(www.gov.uk/government/publications/prevent-duty-guidance)

K: National Minimum Standards for Boarding Schools April 2015