

## Risk Assessment Policy

<b>Member of Staff Responsible</b>	<b>Bursar – Maureen Adams</b>
<b>Date of Policy</b>	<b>May 18</b>
<b>Update</b>	<b>May 2019</b>
<b>Date for review</b>	<b>May 2019</b>
<b>Approved By Governors</b>	<b>N/A</b>
<b>Distribution:</b>	<b>All</b>

### 1 Responsibility

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standard Regulations and Early Years Foundations Stage standards

### 2 Objectives

- 2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be a significant risk to children’s safety to ensure these have been removed and that all reasonable steps have been taken to ensure staff and children are not exposed to risk. Where applicable written risk assessments should be in place to identify the risk and checked on a regular basis.
- 2.2 That identified control measures are implemented to control risk so far as reasonably practicable.
- 2.3 That those affected by school activities have received suitable information on what to do.
- 2.4 That risk assessments are recorded and reviewed when appropriate

### 3 Guidance

- 3.1 The Bursar will be responsible for the implementation of this policy.
- 3.2 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.
- 3.3 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 / Premises Manager / Head of Department.
- 3.4 All staff are required to complete risk assessments for outings and trips and should refer to the Risk assessment for Safeguarding Children Policy and the Educational Visits Policy. Risk assessments must include

consideration of adult-child ratios and the steps to be taken to remove, minimise and manage identified risks and hazards

3.5 A template risk assessment form is included at Appendix I to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

3.6 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
- 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

3.7 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

3.8 The Bursar / Premises Manager / Head of Department will be responsible for the maintenance of risk assessment records.

3.9 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

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

### **Legal Requirements & Education Standards**

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Health & Safety Executive, Five steps to risk assessment ([www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm))

C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook,](#)

D: " [Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)

E: "[Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)

F: [Early Years Foundation Stage: Statutory Framework](#)

G: Charities and Risk Management, The Charities Commission ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk))

## Appendix I: Risk Assessment Template

<b>Assessment date:</b>		<b>Review date:</b>	<b>(or sooner if required)</b>
<b>Assessed by:</b>		<b>Reviewed by:</b>	

Hazard	Who is at risk?	Existing safety control measures	Severity x likelihood =	Risk rating	Additional safety control measures required	Severity x likelihood =	Risk rating

### Risk rating table:

Severity of injury		Likelihood of occurrence	
Catastrophic	5	Rare	1
Major	4	Unlikely	2
Moderate	3	Possible	3
Minor	2	Very likely	4
Insignificant	1	Almost certain	5

  

1 - 5	No additional controls required, monitoring of the existing control measures to ensure they are constantly in place.
6 - 10	Monitoring is required to ensure that controls are maintained. Consideration may be given to any further control measures that are cost effective..
11 - 15	Efforts should be made to reduce the risk rating to as low as is reasonably practicable. However the costs of prevention should be carefully measured and justified.
16 - 20	The area should not be used until the risk has been reduced to a level that is as low as is reasonably practicable.
20 - 25	The area should not be used until the risk has been reduced.

You should review your risk assessment if you think it might no longer be valid, eg 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 2: Areas requiring risk assessment (non-exhaustive)**

### **Educational**

- Science experiments
- Design & technology
- Food technology
- Sport and PE activity
- Art
- Music
- Drama
- General classroom
- Playground
- School Trips/Outings

### **Support**

- Catering
- Cleaning
- Caretaking and security
- Maintenance
- Grounds
- Office
- General areas

Risk Assessment Templates can be found on the T: drive

T:/Premises/Risk Assessments/HSD standard sample documents

<T:/Premises/Risk Assessments/RISK ASSESSMENT TEMPLATE.doc>