



Risk Assessment Policy

CONTENTS

Section	Page No.
1. Scope	2.
2. Objectives	2.
3. Guidance	2.
4. Legal Requirements & Education Standards	3.
Appendix 1 Risk Assessment Template	4.
Appendix 2 Areas Requiring Risk Assessments	4.

Created	November 2016	SJR
Amended	October 2017	SJR
Amended	November 2019	SJR
Approved	November 2019	SLT
Amended	September 2020	SJR
Next Review	September 2021	SJR

Approved by the SLT

Name:	Signature:	Date:
-------	------------	-------



1. SCOPE

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 Inspectorate, Independent Schools Standards Regulation (ISSRs) and Early Years Foundations Stage standards.

2. OBJECTIVES

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- 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 risk assessments are recorded and reviewed when appropriate.

3. GUIDANCE

- The Bursar/Assistant Bursar (Operations) will be responsible for the implementation of this policy.
- This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, separate guidance should be sought. Specific risk assessments are in place for Educational Visits (EV), and you should refer to the EV policy for guidance.
- All staff responsible for the completion of risk assessments 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 identified by the School and where appropriate staff will be asked to complete Health & Safety at Work and Managing Safety training on Smartlog on an annual basis. In addition the following departments will complete COSHH training Art, Design & Technology, Science, Estates and Housekeeping.
- 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 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
- 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 relevant Heads of Department will be responsible for the maintenance of risk assessment records.
- 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
- See Appendix 2 for a list of areas (non-exhaustive) which will require risk assessment.

Please refer to COVID 19 Risk Assessment for reopening the School and Risk Assessment Key Points document.

Legal Requirements & Education Standards

References:

- Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3
<https://www.isi.net/site/downloads/HandbookInspectionFramework201609.pdf>
- Health & Safety Executive, Five steps to risk assessment
www.hse.gov.uk/risk/fivesteps.htm
- Health and Safety at Work: Section H of the ISBA Model Staff Handbook
<https://isba-referencelibrary.org.uk/ReferenceLibrary/ViewPolicy?policyID=214>
- Health and Safety and Welfare at Work: Chapter N of the ISBA Bursar's Guide
<https://isba-referencelibrary.org.uk/BursarsGuide/Index>
- Insurance: Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
<https://isba-referencelibrary.org.uk/BursarsGuide/DownloadChapter?id=3>
- Early Years Foundation Stage: Statutory Framework
<https://foundationyears.org.uk/eyfs-statutory-framework/>
- Charities and Risk Management
<https://www.gov.uk/government/publications/charities-and-risk-management-cc26>
- CLEAPSS Resources
<http://science.cleapss.org.uk/resources/resource>



Appendix 1: Risk Assessment Template

School name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

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)

1.1. Educational

- Science
- DT
- Sport and PE activity
- Duke of Edinburgh Award
- Art
- CCF
- Music
- Educational Visits *refer to specific EV Risk Assessments
- External Hire of Facilities

1.2. Support

- Housekeeping
- Transport
- Security
- Maintenance – including specific areas such as Fire Risk Assessments
- Grounds
- Operation of Machinery