RISK ASSESSMENT POLICY

Committee Responsible: Finance and Premises Sub-Committee

Reviewed by: Business Manager

Adopted by Committee:

Date of review: June 2024

Date of next review: June 2027

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).

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

3.1   Head Teacher

The Head is responsible for the overarching Risk Management policy of the school, and for ensuring a policy on risk assessment and management is in place and complied with. They will ensure that legislative requirements are met, and that risk assessments are completed as required. They should also ensure that the necessary, sufficient, and appropriate time and resources are made available to control and manage risk.

Where responsibility for completing risk assessments is delegated, the Head will ensure that they are carried out by a suitably trained and competent persons.

3.2   Business Manager

The Business Manager will ensure that:

- The Risk Assessment policy is communicated to staff and complied with. T
- School staff are made aware of their responsibilities in relation to risk assessment.

- Regular monitoring of risk assessment records is undertaken, and the risk assessment register is up to date.
- A training programme is in place and that staff responsible for documenting risk assessments have received suitable training in the completion of risk assessments.

3.3   School Committee

The School Committee will:

- Monitor the effectiveness of and compliance with this policy.
- Review the policy and associated guidance periodically.

3.3   Heads of Departments and Managers

Heads of Department and Managers will ensure that:

- Risk assessments relating to their departments/area of responsibility are in place for work activities.
- Any required risk reducing measures are implemented.
- Members of their department or team are suitably trained.
- Risk assessments are reviewed at least annually and where applicable, following any incidents, accident or near misses.
- They assist in keeping the risk assessment register for their department up to date.

3.4   All Staff

All staff are responsible for co-operating with management and ensuring they comply with this policy.

All staff are responsible for following any information, training and instruction given by the employer to prevent injury.

All staff should ensure that they are able to demonstrate a good understanding of the risk assessments and health and safety arrangements for their working activities.

Staff with specific responsibilities for activities, tasks, facilities or equipment are required to carry out relevant risk assessments in compliance with this policy.

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.

4.1 Definitions

For the purpose of this policy the following definitions apply:

- ***Risk assessment*** - A careful examination of what in your work could cause harm to people, so you can weigh up whether you have taken enough precautions or should do more to prevent harm.
- ***Hazard*** - Something with the potential to cause harm, including ill health, injury, loss of product and/or damage to plant and property e.g. hazardous chemicals, trip hazards, manual handling etc.
- ***Harm***: Injury, ill-health to people and effects on the School.
- ***Risk*** - An evaluation of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence.
- ***Control measures*** - Preventative and precautionary measures used to reduce or control risks arising from identified hazards
- ***Risk Rating*** - The level of risk remaining once control measures have been applied to Reduce risks so far as reasonably practicable.

Completed risk assessments should be filed in the Staff – Documents Health and Safety folder.

The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology. Classroom based risk assessments will be the responsibility of respective heads of department.

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. A copy of the 'Guide to Risk Assessment' is in Appendix 2.

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. Monitoring and Review

The risk assessments and associated documentation should be reviewed within the time agreed in the risk assessment. All risk assessments will be regularly reviewed by the 'Assessor', and the School maintains a copy of completed risk assessments available on the school staff share system.

Risk assessments will be reviewed:

- when no longer valid following a change in the environment
- when there is a change in equipment
- when there are changes to the activity
- after a significant near miss, accident or case of ill health
- 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.

Health and Safety Risk Assessment – TEMPLATE (insert title here)

Site/Location	
Subject of Assessment	

Assessed by		**Date**		**Review date**	

Details of workplace/activity		**Persons Affected** *(Who may be harmed)*

	Hazards and Risks	Existing Control Measures	Risk Level *(Very High, High, Medium, Low)*	Further Actions **YES/NO** *(If YES See Actions)*
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions YES/NO (If YES See Actions)
8.			

Following assessment if no further actions are assessed to be required, please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.

ACTION PLAN (Additional Control Measures Required/Recommended Actions)				
Hazards and Risks	Recommended Actions	Target Date	Completed by	Date Completed

Any further actions identified should be completed before the assessed task is carried out.

Reviewed / Approved By		Job Title		Date	

By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.

Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium**, **High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	**Reportable Injury**	**Serious Injury**	**Critical**
Likelihood	**Unlikely**	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

Reportable Injury is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See https://www.hse.gov.uk/pubns/edis1.pdf for more information on RIDDOR).

GUIDE TO RISK ASSESSMENT

Overview

Health & Safety Regulations require that hazards and risks to health, safety and welfare arising out of work activities be controlled as far as is reasonably practicable by designing and implementing safer working practices. If adequate control cannot be achieved by redesigning work processes or implementing procedural controls, then personal protection must be provided and used.

To fulfill this duty, for each workplace or work activity an employer must identify the hazards and assess the degree of risk that they pose to the people in question, be they employees, customers, service users, visitors, contractors or simply members of the public. They must then consider the safety controls currently in place or available, and decide if these remove the risk or reduce it to an acceptable level. If they consider this not to be the case, then they must identify additional measures to control risk or adopt different work practices. This process is known as **Risk Assessment.**

Assessing the Level of Risk

In these risk assessments the level of risk is expressed qualitatively as **Low, Medium**, **High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	**Reportable Injury**	**Serious Injury**	**Critical**
Likelihood	**Unlikely**	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

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(See http://www.riddor.gov.uk/eaview/info.html for more information on RIDDOR).

Planning for Action

The following table matches **Action Guidelines** with **Risk Rating**:

Recommended Control Measures

Having assessed risks in the context of the precautions and practices that you already have in place,

Risk Rating	Action Guidelines
Very High	Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. If it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.
High	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves existing activities the problem should be remedied within three months.
Medium	Efforts should be made to reduce the risk, but the costs of prevention may determine what is practical. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
Low	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.

and assigned a **risk rating**, we may propose additional **Control Measures** to eliminate or to improve control of the risk. This is the important output of the risk assessment process and this list of additional controls or revised work methods should be carefully considered and implemented.

It is appropriate to attach a **Priority Level** to each recommendation both from the point of view of the urgency of implementation and the degree to which other considerations, for example affordability, may be allowed to delay or prevent implementation. Each recommendation may be assigned a differing priority depending on ease of implementation, cost and effectiveness: For example, if an area of risk is assessed as Medium we may still give a high priority for implementation to a particular action that is sensible and practical, does not involve cost and can be put in place without delay.

Implementation Responsibility

Risk control measures have been specified and it is the responsibility of the Employer to ensure that they have adequate systems in place to ensure that they are implemented and monitored in such a way that they remain as normal working practice.