



Risk Assessment Policy – Whole School

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References (including legal and others eg ISBA):	ISBA model policy
ISI Reg:	16; NMS 9 & 9.3
Other related policies and documents:	Health & Safety Policy, First Aid Policy, Safeguarding Policy, Educational Visits Policy, Pupil Supervision Policy, Pupil Access to Risky Areas, Visitors & Strangers on Site, Operations Hub - Risk Assessment Guide

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1. Introduction

1.1 This guidance is applicable to all those with responsibility for developing and implementing risk management strategy and undertaking risk assessments for activities which are under their control. This aims to meet the requirements of the Independent Schools Inspectorate's Regulatory Requirements.

2. Objectives

2.1 To ensure that all risks are identified and managed as part of an overarching policy with a view to promoting children's and staff welfare.

2.2 To meet the Independent Schools Inspectorate (ISI) requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

2.3 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.

2.4 That identified control measures are implemented to control risk so far as reasonably practicable.

2.5 That those affected by school activities have received suitable information on what to do.

2.6 That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

2.7 To identify those in the school responsible for conducting risk assessments and monitoring its implementation.

3. Guidance

3.1 The Governors are responsible for the overarching risk management policy of the school. Day to day management responsibility is delegated to the Senior Leadership Team (SLT) and relevant staff members. The overall strategy will be formally reviewed on an annual basis.

3.2 The following are key risk areas:

- Pupil supervision - including safeguarding and welfare requirements;
- School Trips;
- Management of visitors on school premises;
- Fire, emergencies and evacuations;
- Traffic and pedestrian interaction on site;
- Management of hazardous substances;
- Use of hazardous equipment;
- Legionella;
- Asbestos;
- Safer recruitment;
- Security.

3.3 This policy puts in place measures to control major risks and identify sufficiently detailed procedures for risk assessment. This includes when to complete risk assessments, who is responsible for drafting and checking them, training requirements for staff and how long records should be kept.

4. Procedure

4.1 Risk assessments should be completed whenever potential hazards are identified as linked to a particular activity or situation when it is deemed that measures or precautions are required to prevent harm. Risk assessments should be undertaken or reviewed:

- When there are changes to people involved in activities;
- Where there are changes in good practice or to legislation;
- After a near miss or accident;
- Annually if for no other reason.

4.2 Risk assessments should be completed by the relevant member of staff, e.g., Designated Safeguarding Lead (DSL), Head of Estates, Operations Bursar, Heads of Department, Trip Leader, Event Organiser etc. All risk assessments are to be reviewed by the Operations Bursar or Head of Estates

4.3 All staff will receive guidance on risk assessments as part of their induction. Training will be refreshed annually through Health & Safety Committee Meetings and 'How-To' guides on the Operations Hub Sharepoint.

4.4 Risk assessment records will be kept for as long as they are relevant, or for 4 years following their creation, after which they will be disposed of securely.

4.5 This guidance is applicable to general risk assessment. Where specialist skills are required, there is separate policy guidance in place.

4.6 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.
- Review – a review of the control measures put in place to assess their effectiveness.

4.7 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?

5. Evaluation

As required, any adverse event will be subject to a full evaluation process that will examine the issues. It will identify any lessons learned or changes that can be made to improve outcomes and inform future planning and decision making to ensure these are implemented.

6. Roles and Responsibilities

The Operations Bursar is responsible for the implementation of the Risk Assessment Policy.

7. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process including consideration at the Compliance and Risk Committee and ratification by the Governing Body on an annual basis. This will ensure that practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.

8. Appendices

Appendix I – General Risk Assessment Template

Generic Risk Assessment Template

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	Arrangements for monitoring by senior staff

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 2 – Areas requiring risk assessment (non-exhaustive)

- Educational
 - science experiments
 - design & technology
 - food technology
 - sport and PE activity
 - Duke of Edinburgh award
 - art
 - CCF
 - music
 - drama & dance
 - general classroom
 - school trips
- Support
 - catering and cleaning
 - caretaking and security
 - legionella
 - asbestos
 - maintenance
 - grounds / traffic management
 - office
 - site visitors
 - fire & emergencies
- Pupil Safeguarding and Welfare
- Contactors
- Construction works