



16a. Risk Assessment Policy	
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Linked documents:	11. Health and Safety

Risk Assessment Policy

The School's governors are committed to ensuring that the safety and welfare of the School community is safeguarded and promoted. Governors' priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk. The School uses Worknest (<https://worknest.com/health-and-safety/>), an independent firm of consultants for advice, support and monitoring. The School's Health and Safety policy and handbook, along with this policy, are supported by a number of related policies and procedures designed to minimise the risk of harm to pupils, staff and visitors (see Annex 1)

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Safeguarding issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost-effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed when there is a change to the activity, after a near miss or accident, when there are changes in practice, and when there are legislative changes, or annually by Heads of Department and the Bursar.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- asbestos control
- boarding community
- COVID-19
- Early Years Foundation Stage (EYFS) activities
- educational visits
- fire safety
- Fitness Suite safety
- health and safety
- swimming pool safety

- water safety
- risky areas
- security
- gas
- electricity
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Risk assessments are also needed for many other areas, including:

Educational

- Science
- Food Technology
- Sport and PE
- Duke of Edinburgh's Award
- Art and Design
- Music (including minimising the risk of hearing loss)
- Drama (including the theatre backstage, stage, props room and lighting box)
- Dance
- Forest School
- out-of-school visits and activities

The School makes use of model or generic risk assessments for educational activities and visits. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science and food technology activities.

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether in boarding, at home or outside the home. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Health Centre has written procedures for Health Care and First Aid. The accident forms are maintained by the Head of Boarding, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Bursar and the relevant senior member(s) of staff. The Head of Boarding liaises with the School Nurse and regularly monitors accidents. She reports to the Bursar any serious accident at the time of the accident, and all accidents at the end of each term. The Bursar reports accidents to the Governors termly. The School's *Health Care and First Aid Policy* explains the procedures that are followed in the event of a medical emergency.

Safeguarding

Our suite of Safeguarding/Child Protection policies and training for all staff form the core of our Safeguarding/Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular Safeguarding/Child Protection training, we manage this risk to an acceptable level.

Support Areas

- **Catering and Cleaning**

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

- **Caretaking and Security**

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Maintenance**

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- **Grounds**

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Administrative Staff**

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

The School uses principally the model recommended by the HSE in its publication, *Five Steps to Risk Assessment*.

The School's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example, outdoor activities; but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions. We always employ specialists to high-risk tasks. Support staff may carry out medium rated activities only if they have been specially trained and work in pairs. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We employ Ellis Whittam to carry out risk assessments for high risk tasks at the School. The Bursar arranges for specialists to carry out risk assessments concerning the following:

- fire
- asbestos
- water safety
- lightning conductors

- trees

Review of Risk Assessments

All risk assessments are regularly reviewed, and the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

The School's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling. The School maintains a copy of completed risk assessments and these are available for reference by staff.

Responsibilities of All Staff

The Educational Visits Co-ordinator and Bursar assist staff with risk assessments for out-of-school visits and activities. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Bursar and other members of the SLT in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Bursar.

Accident Reporting

It is the responsibility of the Bursar to record and report to the HSE, in accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Statements

Governors carry out regular reviews of the Charity's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the Charity is exposed. The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- a) financial procedures and controls
- b) major risks to the School, including:
 - strategic risks
 - loss of fee income
 - damage to reputation
 - failure to teach the correct syllabus
 - Safeguarding/Child Protection issues
 - gaps in governor skills
 - conflicts of interest
 - employment disputes
 - major Health and Safety issues
 - possible data loss
 - risks of fire, flood and land slip
 - poor cash-flow management
 - fraud
 - loss through inappropriate investments
 - other areas of potential risk

A Risk Management Register is kept and updated. Each Governors' sub-committee reviews a section of the Risk Management Register at its termly meeting.

Measures taken to protect the School against such risks, include:

- safe recruitment of staff, governors and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff and governors
- insurance
- strong financial controls that are regularly reviewed
- use of professional advice from lawyers, accountants, architects, etc as needed
- formal review of compliance with the school's charitable objectives
- internal audits – financial and the central register

Policy	Name	Reduces Risk
2b/d	Curriculum and PSHE	Educate the pupils in the risks from everyday life. Promotes healthy living and mental wellbeing
2f	Relationships and sex	Promotes safe behaviour and respect for others. Reduces risk to minority groups from verbal or physical intimidation
7a	Safeguarding	Reduces risk of abuse from adults or peers
7b	Whistleblowing	Reduces risk from any person or activity that is potentially harmful
7f	Staff induction	Ensures staff are appropriately trained in how to respond to risk
7h	E-safety policy	Reduces risk from internet and/or mobile technology eg cyberbullying, sexting, upskirting
8b/c	Dealing with visitors	Reduces risk from unchecked visitors to pupils and staff. Reduces risk from visiting speakers from indoctrinating pupils and radicalisation
9a	Behaviour management	Promotes good behaviour in and outside the classroom. Good behaviour on school trips reduces risk to pupils
10a	Anti-bullying	Peer on peer abuse and cyberbullying. Safeguards children when they are in their homes but still at risk from online abuse
11	Health and safety	Reduces risks from accidents. Describes procedures and routines to maintain a safe working environment Ensures serious accidents are reported
12a/b	Fire prevention	Manages fire risks
13a	First aid	Harm from accidents but also self-harm behaviours, including eating disorders
14a	Supervision	Ensures pupils are properly supervised in school and on school trips. Maintains staff:pupil ratios
14b	Missing pupil	Safeguards pupils from risk of exploitation
18a	Recruitment	Safeguards pupils and staff from potentially harmful adults. Includes measures to reduce risk to pupils when DBS checks are delayed