

RISK ASSESSMENT POLICY

This policy applies to all sections of the School, including the Early Years Foundation Stage.

Objectives

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 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.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.
- To ensure that risk assessments are carried out to comply with all relevant regulations and legislation as well as best practice.

Guidance

- The Governors and Heads of each School will be responsible for the overarching risk management of the school and overall strategy will be reviewed annually. The Bursar 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, third party risk assessments are undertaken.
- All staff will receive guidance on risk assessment to include general and specific training as required.
- 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 Health and Safety Manager will be responsible for the maintenance of risk assessment records.
- Risk assessments are visible on Sharepoint (RGS) and on the shared area (RGS Prep) – additional template documents are in the correct format and can be adapted as appropriate for new assessments.
- The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.
- 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
- All members of staff are responsible for taking reasonable care of their own safety and that of others and for complying with the overall health and safety procedures. Any risks or defects that arise should be reported to the Estates Manager or Bursar.

The key risk areas have been identified and listed below.

Pupil safety and welfare – Safeguarding policy, Safer recruitment policy.

Educational – higher risk curricular activities. Heads of department are responsible for the development and implementation of risk assessments for their departments.

- Art
- Design Technology
- Music and Drama
- Science – Biology, Chemistry and Physics
- Sport and PE

Educational – higher risk extracurricular activities. Activity leaders are responsible for the development and implementation of any such activities.

Trips – educational or extracurricular. Trip leaders are responsible for the risk assessments for each specific trip.

Classroom risk assessments are carried out by the health and safety manager and any issues raised by relevant class teachers.

EYFS – please refer to EYFS policy and EYFS framework

Fire – please refer to the specific Fire risk assessment and Fire procedures.

Estates and Grounds – the Estates Manager is responsible for assessing activities carried out by the estates and grounds teams such as manual handling, use of specific equipment etc.

Cleaning – carried out by the cleaning contractors – Cleantec

Catering – carried out by the catering contractors – Holroyd Howe.

A comprehensive list of all areas covered by risk assessment is included in the Health and Safety Manual.

In addition to risk assessments for particular activities the school maintains a risk register for each school which is reviewed annually by the governing body. This covers, but is not limited to, risks of a reputational, financial, governance and security nature.

Reviewed by: Bursar

Last Review: 4 July 2021

Next review: Trinity 2022