



High March

RISK ASSESSMENT POLICY

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This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

Useful Websites

Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

www.hse.gov.uk/risk/fivesteps.htm

HIGH MARCH

Risk Assessment Policy

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires that the School must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our School activities or premises. These include volunteers, contractors, visitors and parents. Before embarking on this task we need to have an understanding of the following:

- A Hazard is something with potential to cause harm.
- The Risk is a measure of the likelihood that harm will be caused.

We ensure that we carry out suitable and sufficient risk assessments of all the premises, equipment and any activities connected with our School that are likely to present a significant risk of injury or ill health to our employees or others. The senior leaders monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

In drafting this Policy, regard has been had to the ISI Handbook for the Inspection of Schools, Regulatory Requirements Part 3, the Education (Independent Schools' Standards Regulations (ISSRs) 2014, the Independent Schools' Standards Non Statutory Guidance 2019 and the ISBA Model Staff Handbook on Health & Safety at Work.

The Workplace Health Safety and Welfare Regulations 1992 and the Management of Health and Safety at Work Regulations 1999 are designed to provide employees with a safe place of work and adequate welfare facilities. We ensure that the premises as well as any fixtures, fittings and plant within the premises do not present a health and safety risk to any pupils, visitors and contractors that may come into contact with our premises.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals by the maintenance team, the Bursar and the Premises Director. If defects and omissions are identified, then a time scale and person responsible for repair or implementation will be agreed. General risk assessments will be reviewed annually as a minimum or when there is any significant change that affects the validity of the risk assessment, whichever comes sooner.

Risk assessments are made available to all our employees to enable them to understand exactly what is involved.

Risk assessments are carried out by competent and responsible staff in consultation with senior leaders as appropriate.

Risks arising are discussed and evaluated regularly at Staff meetings (Health and Safety is a standing agenda item), at SMT meetings and at Health and Safety Committee meetings.

1 Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

2 Objectives

- 2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is potential exposure to risk.
- 2.2 To ensure that identified control measures are implemented to control risk so far as reasonably practicable.
- 2.3 To ensure that those affected by school activities have received suitable information and instruction in order to minimise risk.
- 2.4 To ensure that risk assessments are recorded and reviewed when appropriate.

3 Guidance

- 3.1 This guidance is applicable to general risk assessment. Where specialist skills are required for the control of substances hazardous to health, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in the Health and Safety Policy and the swimming pool NOP/EAP.

Hazardous substances will not be used, handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

General teaching risk assessment and additional specialist teaching area risk assessments are in place as a starting point which staff must adapt to reflect the specific risks identified and mitigating measures put in place. These are the responsibility of the relevant Head of Department.

All staff will receive guidance on risk assessment at the Health and Safety briefing which forms part of their induction. Risk assessment training will be provided on specific areas identified by the Headmistress. The training, which will either be provided in house where appropriate or by an accredited training provider, includes:

- Induction training for all new employees to include child protection, ICT security and GDPR
- Job specific training for all new employees or an employee who transfers to other roles. Specialist risk assessment training, instruction and advice will be given to those whose work and responsibilities requires it.
- Health and safety training for all employees who have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Training in specific areas such as fire safety, management of visitors on site and use of specific equipment such as display screens.

All training will be recorded in central training records held on Engage (from 2019 onwards) and copies of any certificates will be retained on the employee's personnel file. The employee will complete a training feedback form.

All trip and on-site risk assessments are stored in Whole School Team, Educational Visits Folder and overseen by the Bursar. Department specific risk-assessments are also held in this [file](#)

- 3.2 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

3.3 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

3.4 Risk assessments will be reviewed by the member of staff responsible:

- for each educational visit
- when there are changes to the activity or personnel responsible for managing the activity
- after a near miss or accident
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

As and when risks are identified, the School's practices / procedures and policies will be amended. Any such change will be ratified by the Senior Leadership Team.

This policy is not a standalone document. It should be read in conjunction with the policies and procedures listed below:

Related Policies and Documents

Child Protection and Safeguarding Policy

Drugs, Alcohol, Tobacco and Substance Abuse Policy

Fire Risk Policy

First Aid and Medicines Policy

Health and Safety Policy and all its Appendices

Health and Safety (Educational Visits) Policy

ICT Security Policy

Minibus Policy (appendix 5 of Health and Safety (Educational Visits)) Policy

Missing Pupil, Security and Supervision Policy

Privacy Notices for Staff, Pupils and Parents

Risk Assessment Documents

SENDA Accessibility Plan

Swimming Pool NOP / EAP