



# Risk Assessment Policy and Guidance

**Review cycle:** Annual

**Last Review Date:** Sept 2020

**Next Review Date:** Sept 2021

**Staff responsible:** Davina Maroothynaden, Bursar

**Governor responsible:** Jim Brown

**(This policy applies to the whole School including EYFS)**



## **RISK ASSESSMENT: POLICY AND GUIDANCE**

### **Scope**

1. This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. A risk assessment is to be carried out by the responsible member of staff for all activities for which there might be anything other than a low level of risk.

### **Objectives**

2. The purpose of this guidance is to ensure that:
  - a. Risk assessments are undertaken for all activities where there is likely to be significant risk.
  - b. Identified control measures are implemented to control risk so far as reasonably practicable.
  - c. Those affected by School activities have received suitable information on what to do.
  - d. Risk assessments are recorded and reviewed when appropriate.

### **Guidance**

3. This guidance is applicable to general risk assessment. Additional policy guidance and checklists are likely to be required for specialist areas.
4. All staff should receive guidance on risk assessment as part of their induction and this should be refreshed on an annual basis. Additional risk assessment training should be provided for specialist areas. Appendix 1 provides a simple guidance to completing a risk assessment. Risk assessment forms are available from the Bursar on the staff shared google drive.
5. Risk assessments should take into account:
  - a. Hazard - something with the potential to cause harm;
  - b. Risk - an evaluation of the likelihood of the hazard causing harm;
  - c. Risk rating - assessment of the severity of the outcome of an event;
  - d. Control measures - physical measures and procedures put in place to mitigate the risk.
6. The risk assessment process should consist of the following 6 steps:
  - a. What could go wrong;
  - b. Who might be harmed;
  - c. How likely is it to go wrong;
  - d. how serious would it be if it did;
  - e. What are you going to do to stop it;
  - f. How are you going to check that your plans are working.
7. Completed risk assessments should be copied to your Line Manager, and to the Bursar for filing.
8. Risk assessments should be reviewed:
  - a. When there are changes to the activity
  - b. After a near miss or accident
  - c. When there are changes to the type of people involved in the activity
  - d. When there are changes in good practice
  - e. When there are legislative changes
  - f. Annually if for no other reason
9. A list of areas (non-exhaustive) which require risk assessment is included at Appendix 2.



Review period: Annual  
Appendix 1: Risk Assessment Guidance

Reviewed by: Bursar

Activity/Location:

Date:

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? Risk Level L, M, H, U	Action by whom?	Action by when?	Done Risk Level L M

How best to assess the level of risk is likely to vary in different circumstances but a sensible starting point might be:

LOW – With controls already in place, the possibility and nature of an accident occurring are not substantially different to those occurring in every day experience.

MEDIUM – The hazards identified are outside every day experience but adopting reasonable levels of good practice should bring them to an acceptable level. Advice should be sought as appropriate.

HIGH – The hazards identified are well outside every day experience and the repercussions of an accident could lead to serious consequences. Appropriate assistance should be sought and normal activities should cease until the hazard has been reduced.

UNACCEPTABLE – The hazards encountered require emergency response. Activities should cease, emergency support should be requested, faulty equipment should be disconnected and/or people should be moved away until the problem has been resolved.

Please obtain the risk assessment templates via the google drive or from the Bursar.

You should review your risk assessment if you think it might no longer be valid, eg following an accident or if there are any significant changes to the hazards, such as new equipment or work activities.



## Appendix 2: Areas requiring risk assessment (non-exhaustive)

### Educational

- Science experiments – to be carried out by Head of Science
- Art and design & technology – to be carried out by Head of Art & DT
- Sport and PE activity – to be carried out by Director of Sport
- Music – to be carried out by Director of Music
- Digital Technology – to be carried out by Director of Digital Strategy & Learning
- Drama – to be carried out by the responsible teacher
- EYFS - Deputy Head, Pre-Prep
- General classroom – Classroom Teacher
- Trips and visits – to be carried out by the responsible teacher and approved by the Deputy Head, Academic.

### Support

- Catering and Cleaning – to be initiated by the Bursar and managed day to day by the Estates Officer
- Caretaking and security – to be initiated by the Bursar and managed day to day by the Estates Officer
- Minibuses - to be initiated by the Bursar and managed day to day by the Estates Officer
- Maintenance – to be initiated by the Bursar and managed day to day by the Estates Officer
- Grounds – to be initiated by the Bursar and managed day to day by the Estates Officer
- Offices - to be initiated by the Bursar and managed day to day by the responsible person
- Fire - to be initiated by the Bursar and managed day to day by the Estates Officer

### Health and Safety Policies – Bursar/Health and Safety Committee

- Accident Reporting (RIDDOR) – Matron/Bursar
- Administering Medicine – Matron
- Control of Substances Harmful to Health (COSHH) – Head of Science/Estates Officer/Bursar
- Display Screen Equipment – Director of Digital Strategy & Learning /Bursar
- Electrical Safety – Estates Officer/Bursar
- E-Safety – Director of Digital Strategy & Learning
- First Aid – Matron
- Fire Safety – Estates Officer/Bursar
- General Workplace safety – Estates Officer/Bursar
- Manual Handling – Estates Officer/Bursar
- Minibus Use – Estates Officer/Bursar
- New and Expectant Mothers – Bursar/Matron
- Occupational Health – Bursar
- Pupil Supervision – Deputy Head, Pastoral
- Room and Area Risk and Fire Risk Assessments – Classroom Teacher
- Security, Workplace Safety and Lone Working – Bursar/Estates Officer
- Special Educational Needs and Learning Difficulties – SENCO
- Workplace Stress – Headmaster/Bursar
- Sun Protection – Headmaster/Deputy Head, Pastoral, Deputy Head, Pre-Prep
- Water Quality (Including Legionella) – Bursar/Estates Officer
- Working at Height – Estates Officer/Bursar