



# Risk Assessment Policy and Guidance

**Review cycle:** Annual

**Last Review Date:** April 2022

**Next Review Date:** Sept 2022

**Staff responsible:** Davina Maroothynaden, Bursar

**Governors responsible:** Compliance and Health & Safety Committee

**(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. This policy should be read together with the [Health and Safety policy](#). 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:
- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
  - To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
  - To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
  - 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 the risk management strategy and risk assessments are recorded and reviewed when appropriate.
  - To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

### **Guidance**

3. The Headteacher and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. The Headteacher delegates the process of completing risk assessment to all staff and checking through risk assessments with the Deputy Heads and the Bursar.

4. The following are identified as the school's key risk areas with processes in place to control risk:
- pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
  - school trips
  - management of visitors on school premises
  - fire and emergencies
  - management of hazardous substances
  - use of hazardous equipment e.g. in DT, Art etc
  - legionella
  - asbestos
  - the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
  - risk areas which are not directly related to health and safety, including but not limited to:
    - financial
    - recruitment procedures including governing body oversight
    - reputational



- terrorism, including the prevention of fundamentalism and extremism
- pupil self-harming
- security, specifically in EYFS areas, as appropriate

5. Part 3, para 16 of the ISSRs identify that a dedicated risk assessment policy is required of schools but can consist of an existing policy suitably updated and identified. The policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment. It is not suitable for the information to be woven amongst several documents. The detail required (non-exhaustive) should include:

- Risk assessments must be completed by Teachers leading an activity prior to the activity taking place. Risk assessments templates are available via the google shared drive and should be copied, completed and an email sent to the the Lead Deputy Head for approval and copied to the Bursar for review and filing.
- Records of risk assessments will be kept on the shared google drive.

6. The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

7. The Bursar will be responsible for the implementation of the risk assessment policy.

8. This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, the Bursar will arrange for competent persons to carry out the risk assessments.

9. Teaching area risk assessment checklists are also in place for guidance. If there are any areas of concern when completing the risk assessment checklist, a maintenance ticket must be completed and sent to the Premises Officer and Bursar. A maintenance ticket form can be found on the staff hub.

10. All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar.

11. Risk assessment templates can be found on the shared google drive: Risk Assessments. When completing risk assessment you 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

12. When completing a risk assessment you must consider the 6 areas:

- what could go wrong - the Hazards
- 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 - the Control measures
- how are you going to check that your plans are working - part of your control measures



13. The Bursar will be responsible for the maintenance of risk assessment records and will report back to the Compliance and Health and Safety Committee.
14. 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
15. A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 1.

### **Safeguarding expectations that should be included in the risk assessment**

16. Pupils should be well prepared for the visit. They must understand behaviour expectations and rules to be followed ahead of leaving. The group leader has responsibility for the good conduct of pupils on the trip. All accompanying adults have a duty of care. Teachers should be briefed that they are in loco parentis at all times on the visit and thus are legally responsible for the well-being and safety of the children and also for their behaviour, which should be impeccable at all times.
17. Children should never be on their own, but always remain in a group, and must be supervised by an adult at all times. Groups and their leaders should be decided in advance and well publicised. If children are walking it is important to ensure that there is clear agreement for the safety arrangements when crossing roads. Two adults must be available to stop traffic if there are no lights or crossing available. A teacher should be in charge of crossing the children over the road and children should be told to wait at any appropriate point until all the children have crossed safely.
18. On residential visits, close supervision of the pupils in the hostel, centre or hotel during the night must be maintained. Adults' rooms must be located in close proximity to the children's rooms. Staff should be allocated "on call" responsibilities on a rota basis and those adults should refrain from the consumption of alcohol in order to be able to perform their duties properly in the case of an emergency.

### **Risky Areas of School Buildings and Grounds**

19. Willington makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger. Parts of the buildings containing hazards are secured with conventional locks, keypads or padlocks. It is the responsibility of all staff to ensure that keys are kept securely at all times and cannot be accessed by unauthorised persons or pupils. All risky areas are designated Out of Bounds to pupils, which is communicated to them verbally when necessary, through assemblies and appropriate signage. The Premises Officer is responsible for checking the condition of the site boundaries and buildings, reporting any concerns to the Bursar immediately and taking remedial action where possible. The Bursar will ensure that risk assessments for risky areas are carried out annually.
20. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the kitchen, maintenance room and undercroft (basement). Doors to these areas are kept locked at all times



when not in use. All flammables and chemicals are kept securely locked in appropriate storage facilities. Pupils are not allowed to use sporting equipment without supervision.

These are areas of the School site which are out of bounds without staff supervision. These areas include but are not restricted to:-

Area	Control Measures
Kitchen	Pupils are not allowed in the area outside the kitchen and food storage area, at any time during the day.
Maintenance Room	Kept locked on a keypad when unattended
Undercroft (basement)	Kept locked when unattended
Bin area	Gate to the fenced area is kept closed and on keypad all day.
Science lab	Door from the corridor is kept closed and secured with a lock. Within the Science lab, all potentially dangerous items are kept locked in storage area when not in use which can only be accessed with a keypad.
Boiler rooms	Kept locked.
Server Room	Within the meeting room and locked when not in use.
Cleaning and hazardous materials	2 areas - outside shed and on 1st floor. Both kept locked when not in use.
First Aid and medicines	Medicines are kept in the fridge or in a locked cupboard in the Main school office. Only office staff have access to this.



## Appendix 1: Areas requiring risk assessment (non-exhaustive)

### Educational

- Science experiments – to be carried out by the Deputy Head - Academic
- 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 the Head of IT and Digital Strategy
- 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, Pastoral or Deputy Head - Pre Prep.

### Support

- Catering and Cleaning – to be initiated by the Bursar and managed day to day by the Premises Officer
- Caretaking and security – to be initiated by the Bursar and managed day to day by the Premises Officer
- Minibuses - to be initiated by the Bursar and managed day to day by the Premises Officer
- Maintenance – to be initiated by the Bursar and managed day to day by the Premises Officer
- Grounds – to be initiated by the Bursar and managed day to day by the Premises Officer
- Offices - to be initiated by the Bursar and managed day to day by the responsible person
- Legionella - a competent person
- Asbestos - a competent person
- Fire & Emergencies - a competent person

### Pupil Safeguarding and Welfare

- individual pupil risk assessments - Teacher/SENCo and overseen by Deputy Head - Pastoral

### Legal Requirements & Education Standards

#### References:

- A. Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (<http://www.isi.net/>)
- B. Health & Safety Executive, Five steps to risk assessment (<http://www.hse.gov.uk/risk/fivesteps.htm>)
- C. Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014), DfE website.
- D. Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
- E. "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- F. "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- G. Early Years Foundation Stage: Statutory Framework
- H. Charities and Risk Management, The Charities Commission ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk))
- I. Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO ([www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk))
- J. Home Office guidance on duties under the Counter Terrorism Act 2015 ([www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance))
- K. National Minimum Standards for Boarding Schools April 2015