



**RISK ASSESSMENT (HEALTH, SAFETY AND WELFARE) POLICY  
WHOLE COLLEGE INCLUDING EYFS**

<b>REVIEWER:</b>	<b>BURSAR</b>
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This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage.

This policy aims to ensure:

- that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare and ensuring the safety of staff and all visitors to site.
- that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including supervision of pupils and 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 risk assessments are recorded and reviewed when appropriate.
- the identification of those in the school responsible for conducting risk assessment and monitoring its implementation.

High level risks are identified and managed by the Governors Risk Management and Governance Committee, who also maintain the Risk Policy. A high-level Risk Register is also maintained and checked by Governors at least annually. Specific risks are allocated to, and monitored by, Governors Committees (Safeguarding and Welfare, Health and Safety, Education, Finance & Operations, Remuneration & HR, Estates, Marketing and Admissions).

The Chair of the Health and Safety Management Group is responsible for the implementation of the risk assessment (health, safety and welfare) policy. The Health and Safety Committee is responsible for ensuring the Compliance is competent to advise staff on Risk Assessments and will ensure appropriate training is made available to facilitate this.

This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place.

All staff will receive basic guidance on risk assessment as part of their induction. Updates will be provided to staff at annual training days. All staff are expected to follow procedures arising from risk assessments, to report hazards that might require a risk assessment and to perform ad hoc informal assessments as necessary whilst they go about their work. More in depth risk assessment training will be provided to department heads and other individual staff who are identified as having specific responsibilities for undertaking formal risk assessments.

Governors have identified key areas which are likely to present the most significant level of health and safety risk and membership of the Health and Safety Management Group has been designed to cover these.

### **Areas requiring risk assessment (non-exhaustive)**

#### Educational

- pupil supervision (including safeguarding and welfare requirements). (Principally monitored by the Governors Welfare Group)
- science
- design & technology
- sport and PE activity
- Duke of Edinburgh award
- CCF
- Out of school visits / school trips

#### Support

- Catering
- Trading and Sports Centre
- Domestic (cleaning)
- Security / management of visitors on school premises
- Maintenance tasks
- grounds / traffic management, including traffic and pedestrian interaction on site
- office and classroom
- fire
- emergencies

#### Whole School

- management of hazardous substances (affects Science, DT, Domestic, Grounds, Maintenance, Catering)
- management of visitors on school premises

#### Early Years Foundation Stages

All reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks these will be undertaken by the appropriate member of staff. The risk assessments will identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. Assessment guidance for Indoor facilities and outside activities is available separately.

Members of the Health and Safety Management Group are responsible for producing and maintaining suitable Health and Safety documentation, including comprehensive Risk Assessments for their areas.

All documents are recorded and stored within the relevant department.

All documents, including Risk Assessments are required to be formally checked, updated as required and a summary returned to the Chairman of the Management Group annually.

Sample risk assessment pro-formas are available to all staff from the Compliance Officer. The use of these is encouraged for the sake of consistency but is not mandatory if a department prefers a format more suitable for their area. Some areas such as Science and DT may use specific industry standard assessment formats, for example the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

A template risk assessment form is included below

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?	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff

The process of Risk assessment includes evaluating:

- 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

All risk assessments should be reviewed at least annually but also: if there is a significant change to the activity or personnel involved; after a near miss or accident; where legislation or regulation changes