



## **RISK ASSESSMENT POLICY**

|              |                |
|--------------|----------------|
| Version      | 7              |
| Reviewed By: | Bursar         |
| Reviewed:    | September 2021 |
| Next Review: | September 2022 |

### **1 INTRODUCTION**

This policy is applicable to all those with responsibility for undertaking risk assessments for property, persons, activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, National Minimum Boarding Standards and Early Years Foundation Stage Standards.

### **2 OBJECTIVES**

- To ensure that suitable and sufficient risk assessments are undertaken for either property, persons and/or activities where there is likely to be significant risk.
- That identified control measures are implemented to control risk as far as reasonably practicable.
- That those affected by findings have received suitable information on what to do.
- That risk assessments are recorded and reviewed when appropriate.

### **3 GUIDANCE**

The Bursar is ultimately responsible for the implementation of this policy but each Head of Department (HoD), Housemaster (HSM), Line Manager (LM) or person in charge of a building, activity or event will be responsible for the writing of appropriate risk assessments, identifying hazards, implementing control measures and effectively communicating the outcomes of any risk assessments to relevant members of staff.

This guidance is applicable to general risk assessments. Where specialist skills are required, e.g. asbestos, fire, legionella and hazardous substances, there is separate policy guidance in place for these risks. Teaching area risk assessment checklists are also in place for guidance.

All staff will receive guidance on risk assessments as part of their induction by their Head of Department, Line Manager. This should be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar, Maintenance Manager, HoD.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessment for lessons in Science and Design and Technology.

#### **4 RISK ASSESSMENTS**

The college has a responsibility to ensure that the risks posed to staff, pupils, parents, contractors, public and property are reduced, so far as reasonably practicable.

Risk assessment is a subjective but logical process which can be broken down in to 5 steps:

- Step 1 – Identify the hazard
- Step 2 – Decide who or what might be harmed and how
- Step 3 – Evaluate the risks and decide on precautions
- Step 4 – Record significant findings and implement them
- Step 5 – Review the assessment and update if necessary

When conducting a risk assessment, managers should adopt a team approach to the risk assessment process whenever possible and involve staff members who have practical experience, awareness and understanding of the hazards involved.

#### **MONITORING**

HsMs, HoDs, LMs are responsible for monitoring the effectiveness of control measures and ensuring that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

#### **REVIEW AND RECORD KEEPING**

Risk assessments will be reviewed:

- When there are changes to activity, use of property
- After a near miss or accident
- When there are changes to the type of people involved in activity, use of property
- When there are changes to good practise, legislation
- Annually if for no other reason

A list of areas (non-exhaustive) which will require risk assessments is included at appendix 2.

The Bursar will be responsible for the overall maintenance of all school risk assessment records, including specialist risk assessments and generic risk assessments for school property. A record of these risk assessments and review dates can be obtained from the Estates Office.

The Deputy Head will be responsible for the maintenance of risk assessments for activities, trips and visits.

All risk assessments and associated documents must be kept for a minimum period of 3 years from date which they are superseded. It should be noted that risk assessments that relate to substances may need to be kept for 40 years in order to trace exposure periods.

## **LEGAL REQUIREMENTS AND EDUCATION STANDARDS**

References:

ISI Handbook Inspection Framework 2019, Part 3:  
<https://www.isi.net/support/publications/isi-inspection-framework>

Health & Safety Executive, Controlling Risk:  
<http://www.hse.gov.uk/risk/controlling-risks.htm>

DfE, Early Years Foundation Stage Statutory Framework:  
[https://www.foundationyears.org.uk/files/2017/03/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

Charity Commission, Charities & Risk Management:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/589944/CC26.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/589944/CC26.pdf)

## Appendix 1 – Risk Assessment Template

| Risk Assessment   |                              |  |                                      | Serial No.:  |
|---|------------------------------|--|--------------------------------------|--------------|
| To be completed each time the risk assessment is reviewed. It is not necessary to re-write the assessment unless significant changes are made, describe using headings below: |                              |  |                                      |              |
| What are the hazards?   | Who might be harmed and how? | What are the existing control measures in place? | Additional control measures required | Revised risk |
|   |                              |  |                                      |              |
|   |                              |  |                                      |              |
|   |                              |  |                                      |              |

|                    |                     |   |
|--------------------|---------------------|---|
| <b>Print Name:</b> | <b>Date:</b>        |   |
| <b>Signed:</b>     | <b>Review Date:</b> | <i>12 months or sooner if work activity changes</i> |

### RISK RATING GUIDE

Below is a simple guide to help determine the risk rating of each hazard identified. This guide is intended to help you and to try and implement/ maintain some consistency between school departments and individuals when assessing risks.

|                 |   |   |    |    |    |    |
|-----------------|---|---|----|----|----|----|
| Likelihood      | 5 | 5 | 10 | 15 | 20 | 25 |
|                 | 4 | 4 | 8  | 12 | 16 | 20 |
|                 | 3 | 3 | 6  | 9  | 12 | 15 |
|                 | 2 | 2 | 4  | 6  | 8  | 10 |
|                 | 1 | 1 | 2  | 3  | 4  | 5  |
|                 |   | 1 | 2  | 3  | 4  | 5  |
| <b>Severity</b> |   |   |    |    |    |    |

| Likelihood (of an accident/injury) |   | Severity (of injury/number of persons) |   | Action to follow  |
|------------------------------------|---|--|---|---|
| Unlikely to happen                 | 1 | Minor injury (bruise/graze etc.)       | 1 | <b>1-6 Low:</b> No further action, ensure present controls maintained   |
| Low possibility                    | 2 | Injury needing medical attention       | 2 |   |
| Possible (50/50)                   | 3 | Injury involving 7+ days of sick       | 3 | <b>3-5 Medium:</b> Look to improve, monitor                             |
| Probable                           | 4 | Serious injury, long term illness      | 4 |   |
| Near certainty                     | 5 | Fatality or permanent disability       | 5 | <b>16-25 High:</b> Stop! Do not start activity until risk is controlled |

## **Appendix 2 – Areas requiring risk assessments (non-exhaustive)**

### **Educational**

- Science experiments
- Design & technology
- Sports & PE activities
- Art & textiles
- Armoury
- Pottery
- Drama
- Music
- General classrooms
- Day trips
- Residential trips (UK & overseas)
- Day House
- Prep School
- EYFS
- Extracurricular activities
- Food technology
- Vehicle maintenance
- Duke of Edinburgh's Award
- Dance

### **Support**

- Catering Dept
- Cleaning Dept
- Estates Dept
- Transport
- Office based activities
- Archives

### **Boarding**

- Residential houses
- Social activities
- Catering in-house
- Pupil management