



RISK ASSESSMENT POLICY

This Risk Assessment Policy ('the Policy') is applicable to all those in Giggleswick School ('the School') with responsibility for developing, implementing and undertaking risk assessments, and strategies to deal with those risks, for activities which are under their control. The Policy includes the requirements of the Independent Schools Standards Regulations (ISSRs), National Minimum Standards for Boarding and Early Years Foundations Stage. When reading this policy it may also be relevant to make reference to the Health & Safety Policy.

1. Objectives of the Risk Assessment Policy

The primary objective of this Risk Assessment Policy is ensure that major risks are identified and managed at Giggleswick School as part of an overarching policy with a view to pupil's welfare, and the welfare of staff, volunteers, governors and visitors. There is a requirement to meet ISSR requirements for a written risk assessment policy to be in place, and the Policy is designed to promote an active approach to managing risk for the leadership and management of the School.

This Policy requires that:

- suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, including school trips;
- identified control measures are implemented to control risk so far as reasonably practicable;
- those affected by School activities have received suitable information on what to do;
- risk assessments are recorded and reviewed when appropriate.

2. Responsibility for assessing and managing risk

The Headmaster, the Head of the Junior School and the Governors are responsible for the assessment and the management of risks in the School. The major risks affecting the School are identified in the risk register, which is reviewed regularly by SLT and reported to each meeting of the Governors' Finance & Strategy Committee.

3. Key risk areas

The Governors and senior management have determined that the following are key risk areas for the School's day to day operations:

- a) COVID-19 and the risk of introducing and spreading this disease
- b) pupil supervision, including safeguarding and welfare requirements
- c) school trips
- d) management of visitors on school premises
- e) fire and emergencies
- f) traffic and pedestrian interaction on site
- g) management of hazardous substances
- h) use of hazardous equipment e.g. in Design, Art etc
- i) 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 off-site.



- j) risk areas which are not directly related to health and safety, including but not limited to:
- a. financial
 - b. recruitment procedures including governing body oversight
 - c. reputational
 - d. terrorism, including the prevention of fundamentalism and extremism
 - e. pupil self-harming
 - f. security, specifically in boarding areas.

4. Guidance on risk assessment

Risk assessment guidance is available from the Health & Safety Advisor. It is also provided at Inset briefings as well as being available through the Health & Safety Committee. Reference should also be made to the guidance available on the HSE's website at <http://www.hse.gov.uk/services/education/index.htm>.

5. Carrying out risk assessments

Each Head of Department is responsible for the maintenance of risk assessment records.

An example template risk assessment form is included at Appendix 1 to this Policy, and this may be used to document an assessment of risk for an activity. The School does not expect that all risk assessments should be in writing, but where there are significant risks identified then these should be documented.

The School adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

When completing a risk assessment the following factors should be considered:

- 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 should use the following six steps:

1. what could go wrong
2. who might be harmed
3. how likely is it to go wrong
4. how serious would it be if it did
5. what are you going to do to stop it
6. how are you going to check that your plans are working.

6. When to review a risk assessment

Risk assessments should 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.



7. Areas which require risk assessing

A list of areas (non-exhaustive) which will require risk assessment is set out below, along with responsibility for those risk assessments. In addition, the threat presented by COVID-19 may require additional risk assessments to be carried out for activities.

	Area for risk assessment	Responsibility for risk assessment – Senior School	Responsibility for risk assessment – Junior School
1	Science	Head of Science	Miss F Davison
2	Design	Head of Design	N/a
3	Art	Head of Art	Mrs N McGoldrick
4	Food technology	Head of Home Ec	N/a
5	Sport	Director of Sports	F D G Ogilvie
6	Fitness centre and sports halls	Director of Sports	
7	Swimming pool	Director of Sports	
8	Outdoor Pursuits	Head of Outdoor Pursuits	F D G Ogilvie
9	Climbing wall	Head of Outdoor Pursuits	
10	Duke of Edinburgh's Award	Head of Outdoor Pursuits	N/a
11	CCF	Contingent Commander	N/a
12	Clay pigeon shooting	J I Waters	N/a
13	Drama and theatre productions	Theatre Manager	
14	School trips	Senior Master	F D G Ogilvie
15	Summer school and events	Head of Development & Commercial	
16	Open days	Admissions Officer	
17	Catering	Catering Director	
18	Cleaning	Facilities Manager	
19	Maintenance and building works	Facilities Manager	
20	Grounds and traffic management	Traffic Committee	
21	Site visitors	Deputy Head	Head of GJS
22	Early Years setting, including Forest School	N/A	Nursery Manager
23	Fire safety	Facilities Manager	
24	Boarding Houses	Senior House Staff	N/a

8. Specialist risks

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

Issued: August 2020
 Next review: August 2021
 Person Responsible: MZ Hodge, Bursar

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 (2013), 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)
- I: Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (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)
- K: National Minimum Standards for Boarding Schools April 2015



Appendix 1: Example Risk Assessment Template - Giggleswick School

Area assessed:

Date assessed:

Responsibility:

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

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