

## **RISK ASSESSMENT POLICY**

### **1. Introduction**

Sir William Perkins's School recognises its duty under The Management of Health & Safety at Work Regulations 1999 (and amendments) to assess the health and safety risks to our employees while at work; and to other persons who may be affected (e.g. customers, contractors, delivery persons, other visitors etc) by the activities of the School.

Additionally, the School meets the Independent School Standards Regulations which require that:

- The welfare of students at a school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- Appropriate action is taken to reduce risks that are identified.

This policy sets out the principles used by the School to comply with these requirements. A separate School document, 'Risk Assessment Procedures', provides more detailed guidance on the system used by the School to implement the policy.

This policy is designed to demonstrate that risk assessment is systematic within the School as a means of promoting children's welfare. Particular focus is given to key areas such as supervision of students and school trips.

SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

### **2. Objectives**

The objectives of this policy and its associated procedure are to ensure that:

- suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk;
- 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; and
- Risk Assessments are recorded and reviewed when appropriate.

### **3. When should a Risk Assessment be completed?**

A Risk Assessment (RA) should be completed:

- for certain specific categories of activity, whether discrete or ongoing, which take place in the School. These categories have been developed based upon: regulatory requirements; relevance to the School's operations; and the level of risk considered to be inherent in the activity; and
- for any other activity undertaken by the School which, in the opinion of the manager or staff member responsible for it, is likely to involve significant risk.

Categories of activity which the School considers may require RA, either regularly or when relevant, include:

<b>Category</b>	<b>Example</b>
• Academic Departments	– Annual departmental risk assessments – Substances hazardous to health – Ionising radiation
• Key School operational activities	– Expectant mothers – Employees with medical / mobility needs – Display screen equipment usage – Noise/ Vibration at work
• Events on site	– Concerts; workshops; events involving visitors
• Projects / initiatives	– Building projects;
• Educational visits	– School trips
• Site Management	– Fire Safety – Maintenance & grounds activities – Personal protective equipment – Manual handling – Caretaking & security – Substances hazardous to health – Asbestos
• Other	– As necessary

NOTE: Not all examples above may require a Risk Assessment at any given time.

#### **4. Risk Assessment process**

Sir William Perkins's School undertakes an ongoing general examination of all its work activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm and the resulting consequences) to members of staff, including temporary staff, cleaners, young, inexperienced staff, those with disabilities and also students, contractors, suppliers, visitors, members of the public etc who may be affected by the many and varied activities of the School.

Having identified a hazard, a RA should be made to identify, prioritise and implement the control measures necessary to remove the hazard altogether or, if this is not possible, to reduce the risk to the level required by law.

The basis of the RA process is a limited number of RA forms (See [A - MASTER RA FORMS](#)). The completion of these forms is intended to be self-explanatory for the individual carrying out the review but advice and guidance is available from SLT, the EVC, the HOE and the OM.

Each RA includes:

- the significant hazards identified;
- existing control measures and their effectiveness;
- the types of people at risk from the hazard (including those at special risk), the possible consequence of exposure to the hazard and the likelihood of those consequences materialising; and
- the (new) control measures to be implemented.

Once completed, the RA Form should be submitted to the relevant responsible individual (see 6.2 below). Once approved, the RA is stored in the relevant area of SharePoint.

## 5. Review of Risk Assessments for Ongoing Activities

RAs for ongoing activities should be reviewed and revised at regular intervals and when there are grounds to believe they may no longer be valid, e.g. as a project progresses, after an accident, where the procedure for undertaking a task has changed, using different equipment etc. The RA will help in determining such things as training requirements and/or the need to convey information to employees.

## 6. Responsibilities

### 6.1 Responsibility for completion

The direct responsibility for carrying out each RA falls to the individual responsible for that area in the school or for a particular event. For instance, Academic Heads of Department are responsible for ensuring that RAs have been completed for their department, an event organiser is responsible for ensure an RA is completed for an event, and a trip leader is responsible for ensuring an RA is completed for a school trip.

### 6.2 Responsibility for checking & compliance

The responsibilities for RA within the School are as follows:

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| • Accountability for RA procedures  | Director of Finance & Operations (DFO)     |
| • Administration of the RA Procedures   | Operations Manager (OM)                    |
| • Ensuring that RAs for ongoing activities are completed and reviewed regularly and that mitigating actions are carried out | Head of Estates (HOE) & Operations Manager |
| • Review of Educational RAs   | Deputy Head Academic                       |
| • Review of Co-curricular RAs and onsite Event RAs  | Senior Deputy Head                         |
| • Review of Support function RAs  | The OM                                     |

Further details of the different types of RAs and who is responsible for completing and checking them can be found in the H&S Risk Assessment Procedures document.

## 7. Management of Risk Assessments

It is necessary for the school to ensure that all areas of work and other activities conducted throughout the school and off-site are adequately covered by risk assessments. It is also necessary that these risk assessments are suitable and sufficient. To achieve this, the following process is in place:

- RA forms are reviewed at least annually to ensure they remain fit for purpose
- A review date is established for each ongoing RA
- A quality review of RAs is done by the OM annually to inform any updates to forms/training required
- The School Health & Safety Committee will monitor the RA process, including ensuring that key/ongoing RAs have been reviewed on schedule.

## 8. Training of staff

Staff who carry out RAs may require instruction and information on how to conduct a risk assessment. New academic staff and relevant support staff are briefed on induction, regarding the RA procedure. Advice and guidance are available from the Deputy Heads, the Director of Finance & Operations or the HOE.

**9. Monitoring and Review**

The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

This document will be reviewed and updated annually by the Director of Finance & Operations, the OM, and the Deputy Heads or as events or legislation requires.

Next scheduled review date: September 2025 <i>Last reviewed: September 2024</i>	
Key updates in this version:	<ul style="list-style-type: none"><li>• Updates to process to reflect updated practice</li><li>• Minor changes to text /titles/appointments/reference links</li><li>•</li></ul>