

## **RISK ASSESSMENT POLICY**

Owner:	AS
Reviewed:	March 2022
Governor Approval:	March 2022
Next Review:	March 2023

### **1 INTRODUCTION**

- 1.1 The School recognises its responsibility to safeguard and promote the health, safety and welfare of pupils in its care. This responsibility encompasses the following principles:
- 1.1.1 To support pupils' physical and mental health and emotional wellbeing (as well as their social and economic wellbeing);
- 1.1.2 To protect pupils from harm and neglect;
- 1.1.3 To ensure that pupils are provided with a safe and healthy environment; and
- 1.1.4 To manage welfare concerns effectively.
- 1.2 This Policy must be read alongside the policies listed at the end of this document (Related Policies) as the School has detailed procedures in each of those to safeguard and promote pupil health, safety and welfare.
- 1.3 A risk assessment in the pupil health, safety and welfare context is a careful examination of what could cause harm to pupil welfare with appropriate control measures, to identify whether the School has taken adequate precautions, or should do more, to prevent harm.
- 1.4 It is not the intention that risk assessments should be carried out for each and every activity in the School. Many activities by their very nature, carry no significant risks and their management, in terms of pupil welfare, require staff to exercise no more than sound common sense and reasonable standards of care of those under their charge, which may include on-going, unwritten, risk assessment.
- 1.5 No document can draw up a specific list of activities that are or are not to be the subject of a risk assessment, however, this Policy is intended to provide clear guidelines on the subject and is designed to assist staff in deciding whether or not to carry out a risk assessment and if so, how they should go about it. **If there is any concern or query as to whether or not to undertake a risk assessment, or that they are not being undertaken when they should, then staff should raise their concerns with the Estates Manager and/or the Deputy Head (Pastoral).**

## **2. RISK ASSESSMENT GUIDANCE CONTAINED IN OTHER POLICIES**

The following School Policies detail risk assessment procedures (and processes in place following having undertaken risk assessments) for the following matters and should be implemented accordingly:

### **2.1 Health and Safety:**

Risk Assessments in relation to the safety of the premises and equipment (Health and Safety Policy and Fire Risk Policy).

### **2.2 Pupil Welfare:**

- Risk Assessments in relation to School Trips (abroad and in the UK) (Trips and Expeditions Policy (and associated detailed guidance)).
- Processes to be adopted in relation to first aid (First Aid Policy).
- Processes to be adopted in relation to pupil supervision (Pupil Supervision Policies (Senior and Junior)).

### **2.3 Recruitment**

When DBS not received in advance of a staff appointment, a risk assessment will be drawn up by the Line Manager, signed by the individual employee and approved by DSL, Compliance Officer and Headteacher and held in HR. The risk assessment will include the review period (HR - Staff Recruitment and Selection).

### **2.4 Other Safeguarding issues:**

- Processes to be adopted to promote the safeguarding of the pupils having identified risk areas (Policies to Promote Good Behaviour/Anti-Bullying Policies/Mental Health and Well-being Policies).
- Risk assessment procedures for certain matters (e.g. visiting speakers) (Safeguarding (Child Protection) Policy).

## **3. DEPARTMENTS/EVENTS WHERE RISK ASSESSMENTS TO BE UNDERTAKEN**

This Part 3 of the Policy sets out when and who should undertake Risk Assessments (when not otherwise covered by Part 2 above).

### **3.1 High Risk Departments**

#### **3.1.1 Certain departments/activities/areas in the School are designated as higher risk areas. They are:**

Art Department  
Drama Department  
PE Department  
Boat Club  
Design & Technology Department  
Science Department  
Caretaking & Grounds Departments  
Coach Park and Coach Use  
Food Technology

#### **3.1.2 Each of these departments etc. has developed a form of risk assessment appropriate to the nature of the risks identified (obtainable from the Estates Manager).**

3.1.3 Heads of Department must review and check the risk assessment for these departments with their departmental colleagues prior to the start of each academic year (and submit them to the Estates Manager and the Deputy Head (Pastoral) for review and approval).

### 3.2 Low Risk Departments

3.2.1 Other departments and parts of the School are designated as low risk areas. A standard risk assessment pro forma is available from the Estates Manager.

3.2.2 Heads of Department must review and check the standard risk assessment for these departments with their departmental colleagues prior to the start of each academic year (and submit them to the Estates Manager and Deputy Head (Pastoral) for review and approval).

### 3.3 Events Held In School

3.3.1 In the case of any event held in School that is covered by the School's Entertainment Licence, the relevant member of staff organising the event shall complete the risk assessment required by the Licence.

3.3.2 In the case of parents' evenings, prospective parents' mornings, trip information events, there is a standard risk assessment (copy available from Deputy Head (Pastoral)) which shall be reviewed and checked prior to the start of each academic year by Deputy Head (Pastoral).

### 3.4 Other

3.4.1 Parts 2 and 3.1 - 3.3 of this Policy set out when it has already been identified that risk assessments should be carried out. However, as stated above, staff should always be mindful of whether a risk assessment is required in any scenario. In particular, the Estates Manager or Head of Department/member of staff in charge is to arrange for a risk assessment to be carried out in the following circumstances:

- Prior to the start of any new activity in a higher risk area.
- Prior to any new or modified building which will be used for high-risk activities being taken into use for the first time.
- Prior to any new event where parents or members of the public will be present.
- Prior to the start of a new activity or an existing activity taking place in a different area of the School or outside venue.
- When so directed by a member of the Senior Management Team.

3.4.2 Risk assessments to cover activities in standard risk areas e.g. classroom lessons, are not required, however, staff should note the circumstances above in 3.4.1 and comply as and when required. On-going, visual/unwritten, risk assessments are, however, appropriate.

3.4.3 Risk assessments are to be carried out by staff who have specialist knowledge of the area in question and/or designated activity leader (as applicable). An example risk assessment is attached at the Appendix to this Policy which sets out some guidance on what to consider when completing it. Note that the pro-forma is for guidance only and may not be suitable to the risk that is being considered. It will be decided at the time of producing the risk assessment when it should be reviewed.

## **4 COVID-19**

- 4.1 In light of the Covid-19 pandemic, as required from time to time:
- 4.1.1 Risk Assessments should be reviewed and amended (or created as required) to consider the impact on Covid-19 on the activity it covers. The aim is to ensure that appropriate risk control measures have been introduced so as to ensure the relevant activities are as safe as possible for all staff, pupils, visitors, contractors etc.
- 4.1.2 The information used to inform assessments must be from reliable sources (e.g. Public Health England, DFE, HSE). Such information should be monitored as it is released and updated, and amendments made to risk assessments accordingly.
- 4.1.3 Employees should be consulted on risk and risk control. The work must be comprehensive so it may be necessary to cross check persons at risk with tasks and activities carried out. It may be necessary to tailor risk assessments for specific cohorts of staff, pupils, visitors, contractors etc.
- 4.1.4 Instruction and communications will be key to ensure that staff/pupils/parents/contractors etc. are all aware of changes to rules etc. Staff must ensure robust monitoring of staff and pupils to ensure that they follow any changes implemented by risk assessments in particular Covid-19 changes.

## **5 DOCUMENTATION**

Records of all written risk assessments are to be maintained by the Head of Department (or creator of the risk assessment if that is not applicable) and copies sent to either the Estates Manager or Deputy Head (Pastoral) in the Senior School and, if applicable, the Deputy Head in the Junior School.

## **6 REVIEW OF RISK ASSESSMENTS**

- 6.1 Risk assessments are to be reviewed as set out in Part 2 and Part 3 above and in the following circumstances:
- when the surroundings of the area, or the participants in the activity change;
  - when there are changes in good practice or legislative changes;
  - when working practices change; or
  - when serious accidents occur.
- 6.2 Where the assessment remains unchanged, the original document is to be marked 'reviewed' and signed, dated and copied to the Estates Manager (and Deputy Head (Pastoral) as applicable). In other circumstances a new document is to be completed and copied to the Estates Manager (and Deputy Head (Pastoral) as applicable) for them to review and approve accordingly.

## **7 TRAINING**

- 7.1 All staff are required to complete online health and safety training prior to joining and an additional training session covering fire evacuation, health and safety and housekeeping on induction. An annual update on fire evacuation procedures and health and safety is delivered to all staff by the Estates Manager in September. Training includes an element on risk assessments. Specific training will be arranged as and when required.

- 7.2 There is some high level guidance for staff contained in Guidelines for Staff within the Staff Handbook, which can be found on the iLp at <https://ilp.lehs.org.uk/handbooks/staff-handbook/guidelines-for-staff/risk-assessment---high-level-guidance>
- 7.3 The School's independent Health and Safety Consultant is available to assist staff create a risk assessment template and/or complete risk assessments when necessary, and any member of staff who would like their advice is to contact the Estates Manager who can arrange this.

### **Related Policies**

Safeguarding (Child Protection)

Policy to promote Good Behaviour (Senior and Junior)

Anti-Bullying (Senior and Junior)

First Aid Policy

Health and Safety Policy

Fire Risk Policy

Pupil Supervision (Senior and Junior)

Trips and Expeditions Policy

Staff Recruitment and Selection Policy

Wellbeing Policies (Senior and Junior)

## Appendix

### Risk Assessment Example

***NB: to consider if appropriate/valid for particular situation and amended if necessary***

<b>What is the health, safety or welfare issue/hazard?</b>	<b>Who might be harmed and how?</b>	<b>What measures are already in place to control the risk?</b>	<b>What further action is necessary to further control the risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
<i>How could pupils be harmed?</i>	<i>Identify individual or group and how they may be harmed?</i>	<i>How effective are current controls - considering legal obligations/guidance/good practice. what risk remains?</i>	<i>If residual risk unacceptable despite existing measures - additional controls need to be put in place</i>			
Extra vehicles on site due to closure of one car park	Staff and pupils	Traffic controls in place	Additional signage to be put up whilst car park closed	Estates Manager	On day of car park closure	Yes - communicated to staff on [date]

**Reviewed and approved by HR Manager/Estates Manager/Deputy Head (Pastoral)/Head of Junior School (as applicable)**

**Review Date: [Insert date on which risk assessment to be reviewed]**