International School of London

Risk Assessment Policy

Date reviewed:
August 2025

To be reviewed:
August 2026

Mission statement

Since 1972, we have established a welcoming and inclusive community. Our diverse cultures and languages drive all our learning experiences.
We nurture creativity and curiosity to stimulate deep thinking. We foster insight, compassion and resilience to enable us to play a meaningful part in a changing world.

Vision statement

We celebrate our stories, our worth and our purpose to make a difference in a shared world

At the International School of London, we believe in:
Empowering students to maximise their learning opportunities and to fulfil their potential.
Actively integrating cultural diversity in the curriculum.
Creating inclusive, vibrant and innovative learning communities.
Offering a diverse and extensive international programme that supports personal, social and professional growth.

1. Policy Statement

The International School of London is committed to promoting the safety and welfare of all members of the school community. The school's priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognized that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimizing them. However it is important for our students to be educated to cope safely with risk.

2. Definition

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimize the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (e.g. fire) and strategic hazards (e.g. reputation, loss of students, impact on development), financial hazards (e.g. falling pupil rolls), compliance hazards (e.g. Child Protection issues) and environmental hazards (e.g. asbestos, legionella).

It is recognized that accidents and injuries can ruin lives, damage reputations and cost money and it is recognized that preventative measures can often be surprisingly simple and cost-effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are to be reviewed and updated as necessary by Heads of Department, the Health & Safety Officer, the Health and Safety Committee and the Head of School. The Head of Facilities has overview of our risk assessment procedures and reports ro the Head of School .

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits – all visits complete a structured risk assessment that is evaluated by the Senior Teacher and Coordinator before approval is given for the visit to take place
- Fire safety
- Other Health and Safety

Risk assessments are also needed for many other areas, including:

Educational

- Science
- Physical Education
- Technology
- Primary school activities (EY-5)
- Co-curricular Activities

The school makes use of generic risk assessments for educational activities and visits. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science activities.

Pastoral

The focus of our pastoral care is to ensure that each student becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our curriculum is directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Our Science lessons encourage pupils to attain their own safety-related understanding of the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The school has written procedures for Health Care and First Aid. The accident forms are maintained in the Medical Room, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the relevant senior member(s) of staff (Primary or Secondary School Principals or Diploma College Principal as relevant). The school's First Aid Policy explains the procedures that are followed in the event of a medical emergency.

Child Protection

Our Child Protection Policy and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing anyone who is barred from working with children or who – in the view of the school - cannot provide sufficient attestation of good conduct and/or who is not able to supply the information we require of employees about their history etc. By extending this regime to volunteers and any other persons who engage in 'regulated activity' on site and by ensuring that members of staff receive regular Child Protection training, we manage this risk to an acceptable level. We will also refer persons to the Disclosure and Barring Service where required to do so by statute and guidance i.e. when we dismiss or remove a person from regulated activity because they have harmed (or posed a risk of harm) to a student.

Support Areas

- **Catering and Cleaning**

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

- **Caretaking and Security**

Risk assessments cover all significant risks. Particular emphasis in training is given to minimizing fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Maintenance**

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors onsite, electricity, gas, water, and the control of substances hazardous to health (COSHH).

- **Grounds**

Training covers significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Administrative Staff**

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

The school uses, principally, the model recommended by the HSE in its publication, Five Steps to Risk Assessment:

1. **Identify the hazards**
2. **Who might be harmed?**
3. **Evaluate the risks**
4. **Record the significant findings**
5. **Regularly review the risk assessment**

The school's policy is not to carry out any high-risk activity. Activities involving pupils are normally low risk. We may undertake some medium risk activities with older pupils, for example, outward bounds but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions. We always employ specialists to high-risk tasks. Support staff may carry out medium rated activities only if they have been specially trained and work in pairs. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The school arranges for

specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity
- Radioactive materials

Review of Risk Assessments

All risk assessments should regularly reviewed (annually or in light of significant changes in practice, guidance or physical plant), and the EYFS Statutory Framework* requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

*School child protection and health and safety policies cover early years as well as other sections of the school. Nonetheless, attention should be paid to requirements set out in Section 3 of the Early Years Framework (September 2014):
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014__with_clarification_note.pdf

The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The school will maintain a copy of completed risk assessments.

Responsibilities of All Staff

Specialist training is given to those whose work requires it. Members of staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head of School and other members of the SLT in order to enable the school to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Head of School.

Accident Reporting

It is the responsibility of the school to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a student, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Summary

The school carries out regular reviews of the school's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School may be exposed. The school must be satisfied that systems are in place to mitigate exposure to major

risks as summarised below:

a) financial procedures and controls
b) major risks to the school, including:

- strategic risks
- loss of fee income through closure of premises or other unusual circumstance
- damage to reputation
- failure to teach the correct syllabus
- Child Protection issues
- gaps in skills in staff responsible for relevant health and safety areas
- conflicts of interest
- employment disputes
- major Health and Safety issues
- possible data loss
- risks of fire, flood and land slip
- other areas of potential risk

The measures taken to protect the school against such risks, including:

- safe recruitment of staff and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff
- school insurance
- strong financial controls that are regularly reviewed
- use of professional advice from lawyers, accountants, architects etc. as needed.

At ISL London, Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.