



# Risk Assessment Policy

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

This Policy applies to the entire school setting including Boarding and after-school activities and trips. Copies of this Policy are available for viewing and/or downloading on the school's website.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g., asbestos, fire, etc., there will be separate policy guidance in place.

## **1. Purpose**

The objectives of this policy are:

- To ensure that risks are systematically identified and managed to promote staff, visitors and children's welfare.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate. To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Reviewed: September 2024

Next review: September 2025

## **2. Responsibilities**

The following have responsibilities for risk assessment:

- The Headmaster with the help of the SLT will be responsible for the implementation of this policy.
- The Facilities Manager will complete risk assessments for the building, including general rooms.
- Assessments will be completed for educational trips and visits.
- The Catering Contractor (Holroyd Howe) will complete an annual risk assessment for the kitchen and food storage and service areas.
- The Headmaster, SLT, Head of Boarding, Educational Visits Coordinator and Facilities Manager will be responsible for checking risk assessments.
- The school receptionist will be responsible for keeping copies of all risk assessment and records.

## **3. Training and Guidance**

Staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas identified by the Headmaster, SLT, Head of Boarding, Educational Visits Coordinator and Facilities Manager.

## **4. When is a Risk Assessment required?**

The following is a non-exhaustive list of circumstances which are likely to require a risk assessment to be produced. If in doubt, staff should seek guidance from the Headmaster, SLT, Head of Boarding, Educational Visits Coordinator or the Facilities Manager.

Educational

- Science experiments (CLEAPPS)
- Use of hazardous materials in design technology or art
- COSHH assessment on chemicals and materials
- Sport & PE
- Drama & dance
- Trips and Educational school visits (separate policy)

Support

- Catering and cleaning

Reviewed: September 2024

Next review: September 2025

- Security
- Site and equipment maintenance
- Visitors
- Fire & emergencies
- First aid
- Safeguarding

## **5. Procedure for completing a Risk Assessment**

A template risk assessment form is included at **Appendix 1**.

Risk assessments should consider:

- **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

Completing a Risk Assessment will require answering the following six questions:

- what could go wrong?
- who might be harmed?
- how likely is it to go wrong?
- how serious would it be if it did?
- what are you going to do to stop it?
- how are you going to check that your plans are working?

## **6. Educational Visits**

Planning for school visits and trips must be completed in accordance with the Trips and Educational school visits Policy.

A careful risk assessment should be completed by the trip leader, using the template in the Trips and Educational school visits educational policy.

Many attractions and museums provide their own risk assessments, which should be appended to the school's own assessment of the risks of the trip.

Where the visit or trip is a repeat of a previous trip, the existing risk assessment may be used as the basis for assessment but must be reviewed and updated.

When planning an activity that will involve such activities as caving, climbing, trekking, skiing or water sports, the trip leader must check that the provider holds a license as required by the Adventure Activities Licensing Regulations 2004.

Reviewed: September 2024

Next review: September 2025

For visits involving children, the assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal supervision ratio.

## **7. Supervision of Pupils**

The school's supervision of children policies set out the measures in place to supervise children during the school day and on school visits. These arrangements are risk assessed and reviewed as part of the review process for these policies. Staff should be aware of their responsibility to dynamically risk assess on a daily basis, taking into account changes in individual circumstances and the weather for example.

In circumstances which fall outside these policies, a risk assessment should be undertaken to ensure sufficient supervision is in place to ensure the safety of pupils.

## **8. Teaching areas**

Teaching staff should read and sign the risk assessment in all the classrooms they teach in. A risk assessment must be completed in any outdoor spaces and in the classrooms, on top of the facilities manager's general room assessment. This risk assessment will be reviewed at least once a year or more frequently when the need arises.

The risk assessment must identify aspects of the environment that need to be checked on a regular basis and a record of these aspects and when and by whom they have been checked must be kept. The regularity of these checks will be determined according to the assessment of the significance of individual risks.

## **9. When should Risk Assessments be reviewed?**

Risk assessments will 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.

## **10. Approval & Review**

This policy was approved by the Chair of the Advisory Board. It will be reviewed

Reviewed: September 2024

Next review: September 2025

every year or as necessary following a change in regulation.

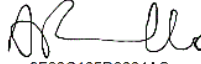
Reviewed: September 2024

Next review: September 2025

# APPENDIX 1


FOR CALCULATION OF RISK FACTOR FOLLOWING INSTIGATION OF ALL CONTROL MEASURES									
SEVERITY					LIKELIHOOD				
5	4	3	2	1	5	4	3	2	1
FATAL	MAJOR INJURY	MEDIUM INJURY	MINOR INJURY	TRIVIAL/NO INJURY	LIKELY	PROBABLE	POSSIBLE	REMOTE	HIGHLY UNLIKELY
<i>RIDDOR</i>	<i>Major – Fracture/Amp utation – RIDDOR</i>	<i>Medium – Significant sprain/Digit fracture/Significant burn – possible RIDDOR</i>	<i>Minor – Minor sprain/Small burn</i>	<i>Trivial/No injury – Scratch</i>					
HAZARDS IDENTIFIED	PERSON(S) AT RISK students/staff contractor/visitor	POTENTIAL HARM or LOSS	WORK PLACE PRACTICES RISK CONTROL PROCEDURES	Severity (1-5)	Likelihood (1-5)	Risk Factor (S x L)	Acceptable Y/N	Additional Controls 0 to 5 no further action 6 to 11 consider action >12 Further actions MUST be implemented	
What can actually cause the harm or loss?  Most hazardous harm or loss first.	Who or what could be harmed by the hazard at any time: day or night?	What would be the type of outcomes if the hazard was realised? Types of injuries. Types of damage.	Keep the controls in order: 1. Can we eliminate the hazard? 2. Can we reduce the hazard or use something else?? 3. Can we control the hazard through an engineered solution: barriers/isolate? 4. Can we use administration controls: signage/ rules/ monitoring/training/emergency procedures? 5. What PPE is required?	From the grid above.				What else can we do to reduce the risk to a lower level?	
			•						

Headmaster

DocuSigned by:  
  
8F23C105D6894AC...

22 May 2025

Chair of the  
Advisory  
Board

Signed by:  
  
C53946445ADF4D4...

21 May 2025

Reviewed: September 2024

Next review: September 2025

Reviewed: September 2024

Next review: September 2025