



Risk Assessment Policy

Updated: 01-23
Prepared by: KED/CAM

Next Review 01-24
Approved by: SHCC

This Policy applies throughout the School from the EYFS to Year 6.

Scope

This Policy is applicable to all those within the School with responsibility for developing and implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Education (Independent Schools Standards) Regulations 2014 (ISSR) the Independent Schools Inspectorate and the Early Years Foundations Stage (EYFS) statutory framework.

Objectives

- To ensure that major risks are identified and managed as part of an overarching strategy with a view to promoting the welfare of our pupils and staff
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership and management of schools
- To ensure that suitable and sufficient risk assessments are undertaken for all activities involving pupils where there is likely to be significant risk including educational visits and clubs
- That identified control measures are implemented to control risk so far as reasonably practicable
- That those participating in School activities have received suitable information on what to do
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate by the Senior Leadership Team and Governors
- To identify those in the School responsible for conducting risk assessments and monitoring their implementation

Responsibilities

The Head and Governors are responsible for the overarching risk management strategy of the School. The Bursar and the Head of HR & Compliance (and where appropriate the Designated Safeguarding Lead) will be responsible for the implementation of this Policy. Class teachers and specialist teachers are responsible for conducting risk assessments on their classrooms and lesson delivery. The overall strategy will be formally reviewed on an annual basis.

Key risk areas

We consider that our key risk areas are:

- Safeguarding, including:
 - appointment and training of a suitable Designated Safeguarding Lead (DSL) and Deputy Designating Safeguarding Lead (DDSL)
 - bullying
 - child on child abuse
 - allegations
 - risk of radicalisation (Prevent)
- Pupil welfare, including:
 - supervision
 - educational visits (including residential visits) and fixtures
 - medical needs
 - pupil self-harming/eating disorders
- Recruitment-related matters, including:
 - the suitability of staff to undertake designated roles, including staff not employed by the School but who work with pupils in School
 - the implementation of appropriate and timely safer recruitment checks (e.g. DBS and social media checks) to ensure suitability
- Management of visitors and contractors on School premises
- Health and safety considerations, including:
 - fire and emergencies
 - traffic and pedestrian interaction on site and in the immediate vicinity of the School
 - third party access
 - management of hazardous substances
 - legionella
 - asbestos
 - radon
 - use of hazardous equipment e.g. in DT, art etc.
- Curriculum-related matters, including:
 - activities
 - sports
- Other risk areas, including but not limited to:
 - financial
 - recruitment of Governors
 - IT & computing
 - data
 - reputational
 - terrorism
 - security, specifically EYFS areas

This guidance 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.

All staff will receive guidance on risk assessment as part of their induction. General risk assessment training will be provided regularly as appropriate to all staff and for specific areas where identified by the Bursar (and where appropriate the DSL).

A template risk assessment form is included as Appendix 2 to this Policy.

Risk assessments will take into account:

1. Hazard: something with the potential to cause harm
2. Who is at risk and how
3. Existing control measures: physical measures and procedures put in place to mitigate the risk
4. Additional actions required
5. Risk level: a combined evaluation of the likelihood of the hazard occurring and the harm it could cause if it did occur

The risk assessment process will consist of the following five steps:

1. What could go wrong?
2. Who might be harmed, how and the extent of the harm?
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?

The Bursar and the Head of HR & Compliance will be responsible for the maintenance of risk assessment records. Other than Educational Visits risk assessments which are reviewed by the Educational Visits Coordinator (EVC), completed risk assessments are reviewed by the Bursar and, where appropriate, the designated Governors. Please see the Educational Visits Policy for more detailed information regarding risk assessments for trips and fixtures.

The Risk Assessment Policy is reviewed annually by the Bursar's office and the EVC.

Risk management in the School is a dynamic process. Risk assessments will be reviewed:

- When there are changes to an activity or practice
- 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 changes to the physical environment or premises
- When there are legislative changes
- Annually if for no other reason

A (non-exhaustive) list of areas which will require risk assessment is included at Appendix 1.

Linked policies

- Educational Visits Policy
- Fire Risk Prevention Policy and Procedures

- First Aid Policy
- Health and Safety Policy
- Premises and Accommodation Policy
- Preventing Extremism and Radicalisation Policy
- Recruitment of Governors and Volunteers Policy
- Safeguarding and Child Protection Policy
- Safeguarding Information for Volunteers
- Staff Safer Recruitment Policy
- Supervision of Pupils Policy
- Visitors and Visiting Speakers Policy

References

The Education (Independent Schools Standards) Regulations 2014

http://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf

The Independent Schools Standards: guidance for independent schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800615/Independent_School_Standards- Guidance_070519.pdf

Health & Safety Executive: controlling risk assessment

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Health and safety: responsibilities and duties for schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

The Charity Commission: charities and risk management CC26

<https://www.gov.uk/government/publications/charities-and-risk-management-cc26/charities-and-risk-management-cc26>

APPENDIX 1: Areas requiring risk assessment (non-exhaustive)

Educational areas

- Science experiments
- Design & technology
- Food technology
- Sport and PE activity (including off-site swimming)
- Playground
- Art
- Music
- Ballet
- Early Years setting
- Educational visits & fixtures (including needs of pupils with known medical conditions)
- Out There activities
- Fixtures
- Clubs (where appropriate)
- General classroom
- Office spaces

Support areas

- Catering and cleaning
- Caretaking and security
- Legionella
- Asbestos
- Radon
- Maintenance
- Grounds
- Traffic management
- Offices
- Site visitors
- Fire and emergencies
- IT

Premises including

- Medical room
- Plant room
- Storage spaces
- Cleaners' stores
- Corridors
- Toilets
- Stairwells
- Passenger lift
- Courtyard
- Front and side gates
- Kitchen
- Roof spaces
- Dogs on site

Pupil safeguarding and welfare

- Online safety
- First aid procedures
- Visiting speakers (risk of radicalisation and the Prevent Duty)
- One-to-one tuition, including music teaching
- Health professionals
- School bus
- Lunch service
- Pastoral dog
- Events lead by the Friends of the Cavendish

Staff welfare

- New and expectant mothers
- Work experience participants
- Display screen equipment
- Lone working
- Manual handling
- Working at height
- COSHH
- Noise and vibration at work, including PPE
- Workplace stress
- Menopause

APPENDIX 2: Risk Assessment: _____ (See risk level key at foot of page)

Hazard/Issue	Persons at Risk & How	Existing Controls	Additional Actions Required	Risk Level (H,M,L)	Action by	Target Date	Date/Initials when completed

Assessor's Name: _____ Date: _____

Signatures of those taking view of risk assessment:					
REVIEW AND MANAGEMENT APPROVAL					
Checked by:		Signature:		Date:	
Comments:					
Checked for compliance by Governor:		Signature:		Date:	
Comments:					

*Likelihood of risk occurring plus level of harm if risk were to occur – **LOW, MEDIUM, HIGH**