

RISK ASSESSMENT POLICY

This policy is in place to control major risks and identify sufficiently detailed procedures for risk assessment.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- 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.

Management and leadership

The Headteacher and Governors are responsible for the overarching risk management policy of the school. The strategy is reviewed on an annual basis and incorporated as part of the Health and Safety policy. The SLT are responsible for the implementation of this policy and have a standing item on the agenda for every SLT meeting. In addition, risk assessments are a standing item on the agenda for every Health and Safety meeting.

Risk Assessments / key risk areas

The key risk areas where assessments are undertaken are:

- a) Movement and safety of pupils and staff within the buildings and grounds
- b) Supervision of pupils within buildings and grounds
- c) Staff maternity assessments
- d) Supervision and safety of children within the different curricular areas including use of hazardous equipment
- e) Supervision and safety of children in After School Care
- f) Fire and emergencies
- g) School trips
- h) Internal and external events
- i) Management of hazardous substances
- j) Working at heights
- k) Risk areas which are not directly related to health and safety, including but not limited to:
 - a. Financial

- b. Recruitment procedures including governing body oversight
- c. Reputational
- d. Terrorism, including the prevention of fundamentalism and extremism

There is a corporate risk assessment document, covering many of the items, attached to this document. This is maintained by the Bursar and reviewed by the Governors.

When should risk assessments be undertaken?

Risk assessments are undertaken based on the key risk areas detailed above and under any other circumstances identified by the SLT or other members of staff when undertaking any activities where they feel a risk assessment is required. As a minimum those detailed on the attached list are reviewed and maintained annually.

Risk Assessment Register and review

The Risk Assessment Register (see Appendix 1) details all of the risk assessments undertaken, the person responsible for reviewing and maintaining the assessment.

All of the above are reviewed as a minimum once per annum or as and when the circumstances around the area being assessed change or require amendment.

A review of this document takes place at every H&S subcommittee meeting, as a standard agenda item.

Training

Those persons identified as being responsible have been taken through the risk assessment template with either the Bursar or the Deputy Head. A member of the SLT will review the assessment with the person responsible.

All staff will receive guidance on risk assessment as part of their induction. Risk assessment training will be provided on specific areas where identified by any member of staff.

Record keeping

All of the risk assessments are kept on the main G\ drive under RISK ASSESSMENTS. They are copied to the shared area for all staff to have immediate access.

The Bursar will be responsible for the maintenance of risk assessment records.

Risk assessments – specific

This policy covers the overall process for risk assessments and general assessments. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. In addition, risk assessments for areas of the curriculum are also in place. The attached checklist lists any specific assessments which are in place for completeness.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

Risk assessments take into account:

- a) hazard/ **risk** –something with the potential to cause harm
- b) risk - an evaluation and **consequence** of the likelihood of the hazard causing harm
- c) **risk factor** - assessment of the severity of the outcome of an event, **pre** any control measures
- d) control measures - physical measures and procedures put in place to mitigate the risk
- e) **risk factor** - assessment of the severity of the outcome of an event, **post** any control measures

The risk assessment process consists of identifying:

- a) what could go wrong
- b) who might be harmed
- c) how likely is it to go wrong
- d) how serious would it be if it did
- e) what are you going to do to stop it
- f) how are you going to check that your plans are working

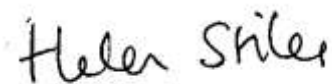
Risk assessments will be reviewed:

- a) when there are changes to the activity
- b) after a near miss or accident
- c) when there are changes to the type of people involved in the activity
- d) when there are changes in good practice
- e) when there are legislative changes
- f) annually as a minimum

Recommended review period: Annual

Policy Date: January 2017

Signed Headteacher



Signed (Chair of Governors)



Appendix 1: Risk Assessment Register
(located in G/RHS/RISK ASSESSMENTS/RISK REGISTER – MASTER)

Appendix 1.

Richmond House School
Risk Assessment

Area of risk:

Description

Date:

Risk/Action	Potential Consequence	Risk Factor pre controls	Controls put in place	Risk after controls