



<b>RISK ASSESSMENT POLICY</b>		<b>Associated Policies and Other Documents</b>
<b>Last reviewed</b>	January 2023	Health and Safety Policy Risk Assessment Register
<b>Next review</b>	<b>January 2026</b>	
<b>Gov. sub-committee</b>	Health and Safety	
<b>Owner</b>	Bursar	

This Policy is applicable to all those in Richmond House School ('the School') with responsibility for identifying the need to develop, implement and undertake risk assessments, and strategies to deal with those risks, for activities which are under their control. The Policy includes the requirements of the Independent Schools Standards Regulations (ISSRs), Early Years Foundations Stage and Health and Safety at Work Regulations 1999. This policy should be read in conjunction with the Health & Safety Policy.

### **Objectives and Aims of the Policy**

The primary objective of this Risk Assessment Policy is to promote an active approach to managing risk for the leadership and management of the School.

The aims of the Policy are:

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting pupil'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, Bursar and Governors are responsible for the assessment and management of risks in the School. The major risks affecting the School are identified in the Strategic Risk Register which is developed, reviewed and managed by the Senior Leadership Team (SLT) who then provide updates to the Governors meetings as a minimum annually.

In addition, a detailed Risk Assessment Register is maintained. Risk assessments are a standing agenda item on the Health and Safety sub committee meeting.

### **Key Strategic Risk areas**

The Governors and Senior leadership team have identified that the following are the key strategic risk areas for the School:

- a. Financial

- b. Leadership and Management
- c. Reputational
- d. Infrastructure, including security

Risks within these areas are identified and detailed on the Strategic Risk Register.

### **Risk Assessment Register**

The Governors and Senior Leadership team identify areas to be covered by detailed risk assessments and these are identified in a Risk Assessment Register. This register includes details of the person responsible for the risk assessment.

### **Carrying out a risk assessment**

This policy covers the overall process for risk assessments. Where specialist skills are required then external risk assessments will be sourced, eg fire, asbestos, water quality.

A template risk assessment form is included in Appendix 1 to this policy.

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 is going to be done to stop it
- f) what is the review process to check that plans are working

### **When should risk assessments be undertaken?**

Detailed Risk assessments are undertaken to cover the key risk areas identified for the day to day activities of the School and are identified within the Risk Assessment Register. In addition, risk assessments will be undertaken where there are other circumstances identified by the SLT or other members of staff where they feel a risk assessment is required.

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

An example template risk assessment form is included at Appendix 1 to this Policy, and this is used to document an assessment of risk for an activity.

### **Review and Training**

Those persons identified as being responsible are taken through the risk assessment template. A member of the SLT reviews and signs off the risk assessment.

Relevant 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 school network drive under RISK ASSESSMENTS. The Headteacher and Bursar will be responsible for the maintenance of risk assessment records.

**A review of this policy, through the Governing Body and the SLT is undertaken within 3 years of the last review date.**



Signed (Headteacher):



Signed (Chair of Governors):

**APPENDIX 1: Risk Assessment template**

Category

Date/s:

Area

Completed by:

Description

Identified Hazards	Severity			Controls in place:	Likelihood of harm			Total Risk = Severity x Likelihood	Additional Controls Required (ought to be considered for risks greater than 6)
	3	2	1		3	2	1		
On-going Risk Assessment	Effective risk management is the active and continuous monitoring by all staff. The Controls in this framework can and should be superseded by changing circumstances. If in any doubt, please ask a member of the SLT for further advice.								

**Severity ratings:**  
 3 Severe, likely to cause death or serious injury  
 2 Medium, likely to cause injury needing medical treatment  
 1 Low, very minor injury or damage

**Likelihood ratings:**  
 3 High, Likely to occur  
 2 Medium, probable/possible  
 1 Low, very unlikely

To calculate the risk, multiply the severity rating by the likelihood rating, taking into account controls already in place such as the instructions to students and/or staff, the testing of equipment, the training and experience of the operator, the written procedures in place and the emergency procedures in place

RA Signed Off

Date Signed Off