RISK ASSESSMENT POLICY

Reviewed July 2021
by Bursar (KM)

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting pupil's welfare and to ensure the Health and Safety of pupils, staff and visitors to the schools.
- 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.

Responsibility

- The Governors are responsible for the overarching risk management policy of The Foundation and delegate responsibility for the formulation and the day to day management of this to the Foundation Leadership Group. The Governing Body will formally review the policy on an annual basis through an appointed Committee of the Governing Body.
- The Bursar has completed an Institution of Occupational Safety and Health (IOSH) accredited training course on Health and Safety and is the designated Responsible Person for Health and Safety matters.

Key Areas of Risk

- Pupil Supervision (including safeguarding and welfare requirements)
- Management of School Trips
- Management of visitors on School premises and security in all areas
- Fire and emergencies
- Traffic and pedestrian interaction on School premises
- Management of hazardous substances
- Use of hazardous equipment
- Suitability of staff, self-employed persons and volunteers to undertake designated roles and checks to ensure suitability
- Financial risk
- Recruitment procedures
- Reputational risk
- Terrorism, including the prevention of fundamentalism and extremism
- Pupil welfare, including self-harming

Risk Management Strategy

- Risk Assessments must be completed for the activities that take place in every area of the School. For certain activities such as teaching in a standard classroom or work of a clerical nature in an office, a generic assessment template may be used, but for anything over and above these, a risk assessment specific to that area or activity will be required.
- Risk Assessments will be in a format appropriate for the area or activity being assessed. Guidance on the appropriate template will be given by the SMT line manager.
- If an activity off site is managed by an outside individual or organisation, a Risk Assessment is still required and staff in charge of that activity will need to satisfy themselves that the person or organisation managing that activity are competent to have assessed the risks.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm and who may be harmed
- 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.

The Five Step Guide to Risk Assessment
'What is a risk assessment?'

Step 1: Identify the hazards
Step 2: Decide who might be harmed and how
Step 3: Evaluate the risks and decide on control measures
Step 4: Record your findings
Step 5: Review your assessment and update as and when necessary.

- Risk Assessments are produced by the Head of Department or the member of staff responsible for each particular area or activity. They will be reviewed by the SMT member responsible for that activity. This guidance is applicable to general risk assessment. A non-exhaustive list of the areas or activities likely to require a Risk Assessment can be found as Appendix A to this Policy.

- In general, a Risk Assessment is based on the reasonable judgement of the individual producing it. Where specialist skills are required, (eg. asbestos, fire, water quality or certain specialist hazardous activities), the Risk Assessment will be carried out by an appropriately qualified and competent consultant.

- Risk Assessments will be reviewed annually. If the factors being assessed are unchanged, each Assessment will be re-dated with the review date and the identity of the reviewer. If any factors change during the course of a year, the Risk Assessment must be reviewed immediately. Such changes may be to the area or activity itself, the qualifications or experience of those involved, where an accident or near miss occurs or if there is a change to legislation or recommended best practice.

- Risk Assessments for each area or activity must be available to any member of staff, contractor or any other person working in that area or supervising that activity. All staff, contractors or other persons will be made aware of the expectation to familiarise themselves with the relevant Risk Assessments as part of their induction process.

- Aldenham Senior School and Prep School Risk Assessments are stored on T drive in a folder titled Health and Safety, Risk Assessments.

- Aldenham Prep Risk Assessments for trips are kept on the Prep T drive in a folder titled School Trips.

- St Hilda's Risk Assessments are on the St Hilda's T drive in a folder titled Risk Assessments.

- All persons required to carry out Risk Assessments will receive appropriate guidance from their SMT line manager, Compliance Officer or the Bursar.

Appendix A: Risk Assessment

Areas or activities likely to require a Risk Assessment.

Educational
- Science teaching and experiments
- Design & technology
- Sport and PE activities
- Duke of Edinburgh award
- Art
- CCF
- Music
- Drama & Dance
- Specialist and General Classrooms
- School Trips
- Pupil Safeguarding and Welfare

Support
- Catering and Cleaning
- Caretaking, Portering and Security
- Maintenance
- Grounds
- Traffic Management
- Offices
- Site visitors
- Fire & Emergencies