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## RISK ASSESSMENT POLICY

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This policy relates to all sections and activities of the school e.g. Senior School, Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

### **1 INTRODUCTION**

**1.1** The Head has ultimate responsibility for the implementation and management of this Risk Assessment Policy and will support the Head of Finance and Compliance in this respect.

### **2 PURPOSE OF THE POLICY**

**2.1** The main objective of the policy is to ensure that major risks are identified and managed as part of an overarching Health and Safety Policy, with a view to promoting children's welfare.

### **3 HEALTH & SAFETY RISK ASSESSMENTS**

**3.1** In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out suitable and sufficient assessments of the Health and Safety risks to the employees whilst they are at work, visitors to the school or anyone who may come into contact with the business activities or premises.

**3.2** Any reviews or changes to the risk assessment process or policy are considered and agreed at the Health and Safety Committee which is held once every term.

**3.3** Risk assessments will be carried out to identify potential hazards and the risk will be measured by the likelihood and severity of harm caused by the hazard.

**3.4** The Head of Finance and Compliance will ensure risk assessments are carried out on all the tasks and equipment which are likely to present a significant risk of injury or ill health to the employees and others.

**3.5** Specific, unusual or otherwise difficult risk assessments should be reviewed by the Head of Finance and Compliance or other competent person prior to the task commencing.

**3.6** The Head of Finance and Compliance is responsible for implementation of risk assessments and any required control measures, supported by any other employees as required.

**3.7** The risk assessments will be communicated to employees on the basis of relevance to their role and will be available for them to use for reference at all times.

**3.8** The employee must confirm that they have read/understood the assessment and its findings.

**3.9** All staff will receive guidance on risk assessment as part of their induction, which is refreshed on an annual basis with additional guidance provided as and when needed.

**3.10** All risk assessments will be reviewed annually or in the event of any significant changes to the activity, after a near miss or accident, changes to key staff involved in the activity, changes in good practice or legislative changes.

### **4 GENERIC RISK ASSESSMENTS**

**4.1** Generic risk assessments for the whole school, cover all key risk areas including, but not limited to, the general environment, electrical, fire, car park, first aid, hazardous substances, tools and equipment.

### **5 SPECIFIC RISK ASSESSMENTS**

**5.1** Specific and additional risk assessments are undertaken where there is likely to be significant risks, including school trips and activities in Early Years, Science, PE & Games, Art and Design & Technology (DT).

**5.2** School trip risk assessments are submitted by the trip organiser to the Head of Junior School and Assistant Head (Operations) at the Senior School, who is also the EVEC, for review and approval at least 7 days before the trip. Please refer to the Health & Safety – School Trips Policy for further details.

**5.3** The following members of the Senior Management Team (SMT), Heads of Departments and Key Stage Coordinators are responsible for assessing the risks within their areas and reviewing the risk assessments annually and in the event of any significant changes.

- Science (risk assessments relating to radioactive sources) – Head of Physics
- Science (risk assessments relating to microbes) – Head of Biology
- Science (risk assessments relating to COSHH and flammable materials) - Head of Chemistry
- EYFS – EYFS Coordinator
- Games/PE/Swimming - Head of PE
- Duke of Edinburgh Award - Assistant Head (Operations)
- Productions – Head of Music
- Art - Head of Art
- Design Technology - Head of DT
- All visits and trips – Assistant Head (Operations) and EVEC
- Junior School – Head of the Junior School

## **6 AD HOC RISK ASSESSMENTS**

**6.1** Ad-hoc risk assessments will be undertaken and reviewed, as and when required, to meet any regulatory requirements, or due to any unexpected event which impacts the welfare of staff and pupils.

## **7 RISK REGISTER**

**7.1** The risk management strategy, includes a Risk Register, which records factors which are not directly related to Health and Safety.

**7.2** These areas include, but are not limited to, economic, political, social, academic, reputation, security, regulation and recruitment.

**7.3** Each risk is evaluated, ranked and recorded in the Risk Register in order of severity.

**7.4** The Risk Register is reviewed regularly and updated in the weekly Senior Management Team (SMT) meetings, as appropriate.

**7.5** New, escalating or developing risks are reported to the Head of Finance & Compliance, who is a member of the SMT, and who updates the Risk Register accordingly.

**7.6** The Risk Register is discussed and approved, at least termly, by the Board of Governors.

Reviewed by: Dr R Ashcroft  
May 2023