



1 Scope

This policy guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations and Early Years Foundations Stage standards

2 Objectives

2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk

2.2 That identified control measures are implemented to control risk so far as reasonably practicable.

2.3 That those affected by school activities have received suitable information on what to do.

2.4 That risk assessments are recorded and reviewed when appropriate

3 Guidance

3.1 The Health & Safety Officer, the Bursar, the Premises Manager and the Operations Manager will be responsible for the implementation of this policy.

3.2 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. Teaching area risk assessment checklists are also in place for guidance.

3.3 Regular training will be provided to staff regarding the completion of risk assessments and general health & safety responsibilities. Risk assessment training will be provided on specific areas, where identified by the Bursar, as necessary.

3.3 Dynamic Risk Assessment will be encouraged amongst all staff. It is recognised that many day to day issues do not always warrant a formal risk assessment or maybe previously unidentified risks. In these cases staff should be aware of their responsibility to assess potential hazards as they arise and take appropriate action to minimise risks.

3.4 A template risk assessment form is appended to this policy.

3.5 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
- 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

3.6 The risk assessment process will consist of the following 6 steps:

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

3.7 The Health & Safety Officer, the Premises Manager and the Bursar will be responsible for the maintenance of risk assessment records.

3.8 Risk assessments will be reviewed:

- when there are changes to the activity
- 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 legislative changes
- annually if for no other reason

4 Application

4.1 The Health & Safety Officer will take specific responsibility for all academic and pupil related activities, events or circumstances which shall include, but not be limited to:

- science experiments
- design & technology
- food technology (cookery)
- sport and PE activities
- art
- drama and dance
- educational visits
- pupils travelling on school minibuses
- general classroom activities
- playground activities

4.2 The Premises Manager will take specific responsibility for all maintenance and general facilities related activities, events or circumstances which shall include, but not be limited to:

- maintenance including the use of tools and equipment
- cleaning and cleaning materials (other than works carried out by the cleaning contractor)
- storage of combustible and hazardous materials

4.3 The Bursar and Deputy Bursar will take specific responsibility for all management and administrative activities, events or circumstances which shall include, but not be limited to:

- fire risk assessment (usually every 12 months)
- general whole school risk assessment (usually every 2 years)
- asbestos
- water quality management
- HR related matters
- Office and IT matters

4.2 All those with responsibility will meet on a weekly basis, during term time, where Risk Assessments will be reviewed and discussed as necessary. This meeting, known as the “Works Meeting” will usually be chaired by the Head or, in her absence the Bursar.

5 Further Advice & Assistance

Staff should contact either the Health & Safety Officer (Mrs Conti Moll), the Bursar (Mr James Bishop) or the Deputy Bursar (Mrs Tracey Sewell) if any circumstance arises where they are not sure whether a risk assessment is required or whether an existing risk assessment is still valid.

<i>Policy Name</i>	<i>Risk Assessment</i>	Creation Date	February 2015 update Jan-2019
		Governors Review	June 2017
	Review every 2 years	Next Review	June 2019
Circulation	All staff		