

Risk Assessment Policy

Scope

This 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, National Minimum Standards for Boarding and Early Years Foundation Stage standards.

Aim

The School aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

It aims to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

This policy should be read in conjunction with the [Risk Assessment Details by Area](#) document

Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable

Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

Objectives

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- 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 risk assessments are recorded and reviewed when appropriate

Roles and responsibilities

It is the School's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated by the Head, Bursar/Director of Operations to key roles within the school. This responsibility includes recognition of the particular nature of the School as a boarding school and the associated risks e.g. security of pupils. The Bursar/Director of Operations monitors and evaluates risk assessments, and reports on risk assessment to the Senior Management Team as necessary.

St John's College School will provide suitable guidance for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments, to ensure that any risks to our children and staff are minimised as far as possible.

The Governing Body

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their well-being, health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The Head

The Head, or in the Head's absence the Bursar/ Director of Operations, is responsible for ensuring that all risk assessments are completed and reviewed.

School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find which need assessing
- Taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SMT in order to enable the Governors to comply with their health and safety duties.

Heads of Departments or Managers should ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and, so far as is reasonably practicable, removed or adequately reduced and controlled. Risk assessments will enable suitable controls, helping establish safe systems of work and H&S training needs of staff. Responsibilities for specific assessments are as follows:

Key areas

Safeguarding

The Designated Safeguarding Lead has overall responsibility for assessing safeguarding risks to pupils and staff, including adequate general pupil supervision and welfare. Further information can be found within the [Safeguarding Policy](#).

Premises

A number of site wide risk assessments have been completed by the Facilities Manager and approved by the Bursar/Director of Operations, covering such areas as the School buildings, sporting areas and the Boarding house – these are available on the portal.

Classrooms

Classroom risk assessments are completed on an annual basis by the Teacher concerned. These are reviewed and held by the Bursar.

Maintenance/Building Activities

Risk Assessments are produced by the Facilities Manager on an as-required basis.

Fire and Emergencies

Fire risk assessments are the responsibility of the Facilities Manager and approved by the Bursar. They are available on the portal.

Trips

Risk assessments for Trips are recorded using the Evolve online trips management system. Further information can be found within the [School Trips Procedure](#). These are reviewed by the Bursar before a trip can proceed.

Medical and First Aid

The School Nurse is responsible for assessing any risks to pupils or staff on an ad-hoc basis, in accordance with the School's [First Aid and Medical Welfare Policy](#). Pupil's medical needs and dietary requirements are reviewed in relation to any in-house event or external trip taking place.

Individual Tasks

Subject Heads for each subject are responsible for assessing risk for their individual tasks, such areas include:

- Science experiments
- Design and Technology equipment and tasks
- Sporting and PE activities
- Art activities and equipment
- Drama activities and equipment

- Music activities

In School Events

Health and Safety requirements are considered as a matter of course as part of the Events planning process.

Management of external visitors on school premises

As a matter of course all visitors to site are not allowed to roam the site unaccompanied. Assessing the risks posed by Visitors who will have contact with children is crucial and is covered in more detail by the Visitors Policy.

Safeguarding - Staff

Where appropriate and required, all pre-employment checks are carried out before staff commence employment with the school. However, on the rare occasion that a staff member is needed to start work but their DBS check has not yet been returned, the school may allow the staff member to start work, as long as other pre-employment checks are complete, and that a risk assessment is carried out. The staff member will be supervised until the DBS is received. Further information can be found in the Safer Recruitment policy.

Pregnancy

Pregnancy risk assessments will be carried out by the relevant Line Manager to ensure there is no risk to the expectant mother. The HR & Compliance Administrator will keep a copy on the relevant HR file.

Boarding House

Whilst the Facilities Manager is responsible for the risk assessment for the Boarding House building, the Head of Boarding will be responsible for assessing the risks involved to our boarders regarding general activities undertaken. [See also Chorister risk assessment]

Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the relevant member of staff.

This policy will be reviewed by the Bursar/Director of Operations 2 years and approved by the Governing Body.