



RISK MANAGEMENT AND ASSESSMENT POLICY

This Policy relates to the whole School including Early Years.

Reviewed By:	Sally Witts/ Campbell McKelvie	Date:	May 2023	Review Due:	May 2024
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Scope

This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and Early Years Foundations Stage.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children'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.

Guidance

- The Head Teacher and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. Schools should note that the responsibilities of governors and/or senior managers may be delegated.
- Key risk areas are:
 1. Safeguarding, including when a DBS is delayed and matters related to Prevent, bullying, peer abuse, including sharing of nudes and semi-nudes and allegations.
 2. Pupil welfare including medical needs and supervision.
 3. Health and safety including premises and equipment. Please see our Covid-19 Risk Assessment.
 4. School trips and activities including safeguarding risks posed from staff or members of the public. When planning an activity involving caving, climbing,

trekking (including off-piste skiing) or watersports (other than rowing), we will check that the provider holds a license as required by the Adventure Activities Licensing Regulations 2004.

5. Management of visitors on school premises including work experience students.
 6. Fire and emergencies.
 7. Traffic and pedestrian interaction on site and driving minibuses. Please see our Transport Policy and Procedure.
 8. Management of hazardous substances including use and storage of chemicals.
 9. Use of hazardous equipment e.g. in DT, Art etc.
 10. The suitability of staff to undertake designated roles and checks to ensure that they are suitable, including governing body oversight and staff not employed by the school who work with pupils on another site.
 11. Risk areas which are not directly related to health and safety, including but not limited to:
 - i. financial
 - ii. reputational
 - iii. terrorism, including the prevention of fundamentalism and extremism
 - iv. pupil self-harming
 - v. security, specifically EYFS areas, as appropriate
- This policy is in place to control major risks and identify sufficiently detailed procedures for risk assessment. The detail required should include:
 - a. When to complete risk assessments
 - b. Who is responsible for drafting and checking
 - c. Records to be kept
 - d. Training requirements for staff
 - e. The Bursar will be responsible for the implementation of this policy and for contracting in specialists to undertake the Risk Assessment of asbestos, fire, water quality and hazardous substances.
 - Staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Training will be provided on specific areas where identified by the Bursar/Head of Department.
 - The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and DT.

What is a Risk Assessment?

Health and Safety law requires schools to assess risks and have measures in place to eliminate or reduce those risks.

Conducting a risk assessment allows risks, during school activities, to be identified and proportionate control measures to be initiated. Thus, a robust risk assessment process can eliminate, or greatly reduce, the likelihood of injury or harm being caused. Ultimately, this ensures the health and safety of our staff, pupils, parents, visitors and contractors is safeguarded.

The important things you need to decide are whether a hazard is significant and whether you have it covered by satisfactory precautions so that the risk is small.

Hazard means something with the potential to cause harm.

Risk is the evaluation of the likelihood of the hazard causing harm.

Risk rating is the assessment of the severity of the outcome of an event.

Control measures are physical measures and procedures put in place to mitigate the risk.

The Risk Assessment Process

The process should start by considering the following points:

1. What could go wrong?
2. Who might be harmed?
3. How likely is it to go wrong?
4. How serious would it be if it did?
5. What are you going to do to stop it?
6. How are you going to check that your plans are working?

Hazards

What could cause harm?

What could go wrong?

Walk around your workplace and look for hazards which could result in harm to people, e.g. sharp edges, uneven flooring, trailing wires/cables.

Risk

Evaluate the level of risk (the **likelihood (L)** that someone may be harmed and the **severity (S)** of injury they could suffer) with **control measures** in place (**Risk Rating**).

Assess the risk – is it High, Medium or Low?

Severity (S)	Death	5	Medium	Medium	High	High	High
	Serious Injury or Reportable Disease	4	Low	Medium	High	High	High
	Reportable Injury (Over 7 days Lost)	3	Low	Medium	Medium	High	High
	Injury With 7 or less Days Lost	2	Low	Low	Medium	Medium	Medium
	Minor Injury	1	Low	Low	Low	Low	Medium
			1	2	3	4	5
			Very Unlikely	Unlikely	Possible	Very Likely	Almost Certain
			Likelihood (L)				

NOTE: Not all risks can be eliminated, but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. If the risk rating remains **High**, further action needs to be taken to eliminate or reduce the risk until it becomes manageable (**Medium** or **Low** risk).

Low	Control measures to be adopted and monitored.
Medium	Further controls may be necessary. Ensure risk assessment is reviewed.
High	Re-evaluate and Implement further controls to reduce risks.

Who might be harmed and how?

Pupils, staff, cleaners, contractors, parents or members of the public visiting the school.

Existing controls

For the hazards listed, do the existing precautions represent good practice and reduce the risk as far as reasonably practicable.

Have you provided adequate information, instruction or training and adequate systems or procedures? If so, the risks are adequately controlled, but you need to indicate the precautions you have in place.

Action needed

If risks remain, write an 'action' list or what else you need to do, giving priority to higher risks or those which could affect most people. Try to either get rid of the risk or control it so that harm is unlikely.

If no further action is required, write 'maintain current controls'.

Record keeping

The Compliance Officer, on behalf of the Bursar, will be responsible for the maintenance of risk assessment records. Risk assessments will be reviewed when -

- They may no longer be effective;
- There are changes to the activity;
- There are changes to the type of people involved in the activity;
- There are changes in good practice;
- There are legislative changes;
- A near miss or accident has occurred;
- A year has passed since the initial assessment or last review.

Staff are to send all risk assessments to the Compliance Officer, who will save them on Shared 'Curriculum', 'Risk Assessments' (or 'Trips' 'Trip Risk Assessments') in the correct folder:

- Classrooms and Office
- Activities
- Lower-Prep
- Maintenance
- Sport
- Other
- Trips (Risk Assessments for trips are found under 'Trips')

Legal Requirements & Education Standards

References:

- A: Handbook for the Inspection of Schools – Commentary on Regulatory Requirements,
B: Health & Safety Executive, Five steps to risk assessment
(www.hse.gov.uk/risk/fivesteps.htm)
C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook,](#)
D: [Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)



Kingwood House School – Risk Assessment Form

To complete this risk assessment please consider the following steps: **1.** Identify what could cause injury or harm, and how it could be caused (**Hazards**); **2.** Evaluate the level of risk (the **likelihood (L)** that someone may be harmed and the **severity (S)** of injury they could suffer) with **control measures** in place (**Risk Rating**). **3.** Consider who may be vulnerable to harm, because of the hazard (**Person(s) at risk**); **4.** Give details of the action(s) implemented to reduce or eliminate the risk (**Control Measures**). **5.** Detail any further information that is important (**Further Action Needed**)

NOTE: Not all risks can be eliminated, but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. If the risk rating remains **High**, further action needs to be taken to eliminate or reduce the risk until it becomes manageable (**Medium** or **Low** risk).

Risk Rating

Severity (S)	Death	5	Medium	Medium	High	High	High
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	Minor Injury	1	Low	Low	Low	Low	Medium
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			Very Unlikely	Unlikely	Possible	Very Likely	Almost Certain
			Likelihood (L)				

Low	Control measures to be adopted and monitored.
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High	Re-evaluate and Implement further controls to reduce risks.

Reason for Assessment:		Date of Assessment:	
Person Completing:		Review Date:	

Hazards	Risk Rating			Person(s) at Risk	Control Measures	Further Action Needed
	S	L	Risk			