

Risk Assessment Policy

ISSR Part 3, Paragraph 16

NMS Standard 6

Recommended review period: Annual

Review by: Bursar and Health and Safety Consultant

Date reviewed: February 2018

Next Review: February 2019



RISK ASSESSMENT POLICY

St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

Scope

This guidance is applicable to all those employees with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations 'ISSRs', National Minimum Standards for Boarding Schools and the Statutory Framework for Early Years Foundation Stage.

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 To implement identified control measures to control risk so far as is reasonably practicable.
- 2.3 To ensure that those affected by school activities have received suitable information on what to do.
- 2.4 To ensure that risk assessments are recorded and reviewed when appropriate
- 2.5 To meet the ISSRs for a written risk assessment policy to be in place and to meet the requirement for effective leadership in and management of schools.¹
- 2.6 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- 2.7 To identify those in the school responsible for conducting risk assessment and monitoring its implementation.
- 2.8 To ensure appropriate action is taken to reduce risks that are identified^{23, 4}

Guidance

3.1 The Principal 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.

¹ ISSR Part 3, Paragraph 16 (a)

² NMS Standard 6, 6.3

³ EYFS 3.64, 3.64

⁴ ISSR Part 3, Paragraph 16 (b)



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3.2 The Principal, SLT, Bursar, Head of faculty, Head of Department and relevant Line-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 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Principal, SLT, Bursar, Head of Faculty, Head of Department and Line-manager.

3.4 A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

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 as far as is reasonably practicable**

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 risk assessment plans are working?

3.7 The Principal, SLT, Bursar, Head of Faculty, Head of Department and Line-manager 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

3.9 A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

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Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3
(<http://www.isi.net/>)

B: Health & Safety Executive, Five steps to risk assessment
(<http://www.hse.gov.uk/risk/fivesteps.htm>)

C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website.

D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

F: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

G: Early Years Foundation Stage: Statutory Framework

H: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)

I: Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO
(www.ncvo-vol.org.uk)

J: Home Office guidance on duties under the Counter Terrorism Act 2015
(www.gov.uk/government/publications/prevent-duty-guidance)

K: National Minimum Standards for Boarding Schools April 2015

RISK ASSESSMENT POLICY



Risk Assessment for [enter]

Department: [department]

Date: [date]

Time: Various

Hazard List significant hazards which may result in serious harm or affect several people	Who may be affected?	Risk rating H, M, L	Control measure List existing controls or note where the information may be found	Any further action? List the risks that are not adequately controlled and proposed action where it is reasonably practicable to do so	Is risk adequately controlled?
				-	Yes
					Yes
					Yes

Additional requirements:

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Manager's approval

Position:

Signature:

Signature:

Date:

Review Date.....

Approved by:

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Appendix 2: Areas requiring risk assessment (non-exhaustive)

Educational

- Science experiments
- Design & technology
- Food technology
- Sport and PE activity
- Duke of Edinburgh award
- Creative and Performing Art
- Music
- Drama & Dance
- General classroom
- English
- Languages
- Learning Support
- Humanities
- Mathematics
- Educational Visits
- Boarding
- EYFS
- Prep
- Medical
- Pupil Supervision - (including safeguarding and welfare requirements).

Support

- Catering and cleaning
- Caretaking and security
- Grounds
- Office
- IT

Other

- Fire
- Legionella
- PAT
- Ladders
- On site and other activities
- Management of visitors on school premises
- Traffic and pedestrian interaction on site
- Management of hazardous substances
- Security
- Use of hazardous equipment e.g. in DT, Art etc.
- The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
- Risk areas which are not directly related to health and safety, including but not limited to:
 - financial
 - recruitment procedures including governing body oversight
 - reputational
 - terrorism, including the prevention of fundamentalism and extremism
 - security, specifically in boarding or EYFS areas, as appropriate