

RISK ASSESSMENT POLICY (See Health and Safety Policy)

Introduction

Risk Assessments are necessary to meet the requirements of the Management of Health and Safety at Work Regulations 1999. Under the Regulations we are required to make a suitable and sufficient assessment of the risks to the health and safety of all pupils, staff, Governors, contractors and visitors to the school who could be affected by our activities. Risk assessments of all areas of the school are carried out as are assessments of 'off site' activities, i.e. educational and sporting trips and visits.

Overall responsibility for Health and Safety at Work is vested in the Governors of the school, as they are the principal employers under the Health and Safety at Work etc. Act 1974.

The Bursar is the principal person responsible for Health and Safety at Work.

What is a Risk Assessment?

A risk assessment is a careful, formal examination of the harm or hazard to people that could result from a particular activity or situation.

A hazard is something with the potential to cause harm. A risk is the probability that someone could be harmed by the hazard and an indication of how serious the harm could be.

A risk assessment is the resulting assessment of the severity of the outcome and the risk control measures are the procedures that are put in place in order to minimize the consequences of the risk.

The Risk Assessment

There are standard risk assessment forms for the evaluation of risk on the Common Drive. The important thing is that the assessment is written and written in such a way that is clear and easy to understand and follows five basic steps:

- Identify the hazard
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Regularly, at least annually, review the assessment and update if necessary.

From 2015 it is important to consider whether any activity might put pupils in danger of radicalisation. This should be considered as a factor in assessing risk.

Methods of Assessment

The methods adopted follow the basic guidelines set out in The Health and Safety Executive (HSE) Approved Code of Practice. The Risk Assessments are carried out by competent persons who have sufficient knowledge, training and experience to carry out the task. The content of any risk assessment is brought to the attention of all those who may be affected. A record of the assessments will be kept on file.

Sources of Information

The information used for Risk Assessments is obtained either from direct observation of the activities being undertaken or through interviews with the staff directly involved or those that work nearby.

Areas of Risk

The principal areas of school life which should be subject to risk assessments are health and safety, especially premises and equipment, matters related to pupil welfare, especially medical needs, supervision and school trips, recruitment-related issues, matters related to safeguarding (eg *Prevent*, bullying, peer abuse, allegations), lessons (activities, recreation, sport, boarding), and in our school, the fact that our pupils perform in chapel choirs to which the general public have access and where our pupils interact with other professionals not employed by the school.

Communication of information

Staff involved or affected by the actions are informed of the risks. Where the risks are more general, a policy is included in the School handbook.

Responsibilities of Staff

All staff receive information on the school's arrangements for risk assessments and specialist training is given where required.

Staff are responsible for their own safety and that of pupils, contractors and visitors and are further responsible for cooperating with the Headmaster, Bursar and other members of the SMT in order to enable the Governors to comply with their Health and Safety duties.

Staff are also responsible for reporting any defect, accident or incident that is liable to affect health and safety.

Access by Pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas. Pupils do not have access to these areas unless accompanied by a member of staff.

Supervision of Pupils

A risk assessment is carried out to determine the nature of pupil supervision based on the potential hazards and perceived risks.

Reviewed by SMT 19th April 2021