



RISK ASSESSMENT POLICY

This policy applies to all sections of the School, including the Early Years Foundation Stage.

Objectives

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk;
- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare;
- 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;
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation;
- To ensure that risk assessments are carried out to comply with all relevant regulations and legislation as well as best practice.

Guidance

The Governors and Heads of each School will be responsible for the overarching risk management of the school and overall strategy will be reviewed annually. The Bursar will be responsible for the implementation of this policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, water quality and hazardous substances, third party risk assessments are undertaken.

All staff will receive guidance on risk assessment to include general and specific training as required. 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

The risk assessment process will consist of the following 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?

The Health and Safety Manager will be responsible for the maintenance of general risk assessment records. Heads of Department (HoDs) are responsible for department specific risk assessments (see below).

- Risk assessments are visible on the RGS and RGS Prep SharePoint pages. Additional template documents are in the correct format and can be adapted as appropriate for new assessments;
- The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology;
- 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

All members of staff are responsible for taking reasonable care of their own safety and that of others and for complying with the overall health and safety procedures. Any hazards or defects that are identified within the school should be reported to the Head of Estates, Health and Safety Manager or Bursar.

The key risk areas have been identified and listed below.

Pupil safety and welfare – Safeguarding policy, Safer recruitment policy.

Educational – higher risk curricular activities. HoDs are responsible for the development and implementation of risk assessments for their departments:

- Art
 - Design Technology
 - Music and Drama
 - Science – Biology, Chemistry and Physics
 - Sport and PE
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- Educational – higher risk extracurricular activities. Activity leaders are responsible for the development and implementation of any such activities.
 - Trips – educational or extracurricular. Trip leaders are responsible for the risk assessments for each specific trip.
 - EYFS – please refer to EYFS policy and EYFS framework.
 - Fire – please refer to the specific Fire Risk Assessment and Fire Procedures policies.
 - Estates and Grounds – the Head of Estates is responsible for assessing activities carried out by the estates and grounds teams such as manual handling, use of specific equipment etc.
 - Cleaning – carried out by School appointed external cleaning contractors – Reef.
 - Catering – carried out by the school appointed catering contractors – Holroyd Howe.

A comprehensive list of all areas covered by risk assessment is included in the Health and Safety Manual.

In addition to risk assessments for particular activities, the school maintains a risk register for each school which is reviewed annually by the governing body. This covers, but is not limited to, risks of a reputational, financial, governance and security nature.

Reviewed by: Bursar/ Health and Safety Manager

Last Review: 30 June 2023

Next review: Trinity 2024