

# **King Edward VI High School for Girls Risk Assessment Policy**

## **Risk Assessment Policy**

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. King Edward VI High School for Girls (KEHS) clearly recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to staff, visitors, general public and contractors and, in particular, pupils, and expose the School to the possibility of prosecution.

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout the school. This policy has particular regard for ensuring the welfare of pupils at the school is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified.

### **Objectives of policy**

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

### **Key risk areas**

The purpose of risk assessment is to identify hazards and evaluate any associated risks.

The school has identified its key risk areas and the policies and procedures that are designed to mitigate that risk. In addition, some topic specific risk assessments are required by legislation for example those concerning fire safety, pupil supervision, school trips, manual handling, display screen assessments, substances hazardous to health, provision and use of work equipment, asbestos, and security assessments.

A list of the key areas (non-exhaustive) which will require risk assessment is included at Appendix 1.

Other than the key risk areas, there will be non-standard activities which require an assessment by a trained individual. Risk assessments do not have to be complicated. The level of detail contained in

them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place, following best practice and relevant industry standards where applicable. Risk assessments can also assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for the activity.

Where relevant these risk assessments will be completed using industry standard assessment templates or guidelines. All other risk assessments should be completed using the Schools standard risk assessment template. (See Appendices 1 and 2)

### **Responsibilities**

a) Employees are responsible for:

- Assisting with and participating in the process of risk assessment.

b) Heads of Department (or equivalent line managers) are responsible for:

- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

c) The KEHS Leadership Team (LT) is responsible for:

- Allocating resources in response to risk assessments completed within departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Setting up frameworks for decision making which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.
- Ensuring that those who are tasked with completing risk assessments within departments are suitably trained to do so.
- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures. Typically these are likely to be in the form of Standard Operating Procedures (SOP) or KEHS's own guidelines such as those set out in the school's policies, procedures, handbooks and codes of conduct.
- Make suitable representation to the Health & Safety Committee or LT if risk assessments identify an outstanding need which cannot be resourced within existing departmental resources.

d) The Independent Schools' Risk and Compliance Committee are responsible for:

- Monitoring and reviewing the actions of the executive

- Reviewing the Risk Matrix which is sent to the Foundation Audit Committee on an annual basis.

### **Guidance**

The School Bursar/Facilities Manager/ Safety Officer/Head of Department will be responsible for the implementation of this policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, for example 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.

Risk assessment training will be provided on specific areas where identified by the School Bursar/Facilities Manager/ Safety Officer/Head of Department and refreshed on a regular basis.

The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design and Technology.

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 the event
- Control measures – physical measures and procedures put in place to mitigate the risk.

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?
- What can be done to stop it going wrong?
- How are the plans going to be checked to ensure they work?

The Assistant Facilities Manager will be responsible for the maintenance of risk assessment records.

Review of risk assessments will take place:

- 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
- Where there are changes in good practice
- Where there are legislative changes
- Annually for no other reason

A risk assessment template for non-standard activities is included at Appendix 2.

## **Appendix One**

Areas requiring risk assessment (non-exhaustive)

Educational - onsite

- Safeguarding the welfare of pupils - Safeguarding Policy;
- Recruitment of new staff and visitors - Selection, Recruitment and Disclosure Policy
- Science experiments (using CLEAPPS)
- Design and technology
- Sport and PE activity
- Swimming
- Art
- Music
- Drama and Dance
- General classroom

Educational – offsite

- Trips and Visits

Support

- Catering
- Cleaning
- Caretaking and Security
- Maintenance
- Grounds
- Office
- Critical incidents
- Health and Safety

Bursar

Reviewed in July 2017 (to be reviewed in July 2018)

The Bursar is responsible for the monitoring and review of the Risk Assessment Policy and reports to the Principal.

The implementation and review of the school's Risk Assessment Policy are presented to the Education Committee of the ISGB.