



Risk Assessment Policy

Academic year: 2020-21

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. Derby Grammar School will comply with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice.

Objectives

- To ensure that all risks are identified and managed as far as is reasonably practicable, for all activities undertaken by the School
- 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
- To ensure that risk assessment is a systematic process.

Guidance

The Head Teacher and Governors are responsible for the overarching risk management policy of the School. The overall strategy will be formally reviewed on an annual basis.

Key risk areas include the following:

- pupil supervision (including safeguarding and welfare requirements)
- curriculum activities
- school trips
- management of visitors on school premises
- fire and emergencies
- public access to the school
- traffic and pedestrian interaction on site

- risky areas of school (eg lake)
- management of hazardous substances
- 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
- recruitment-related issues
- 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
 - > pupil self-harming
 - > security, specifically in EYFS areas

Responsibilities

The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

The Senior Leadership Team are responsible for the implementation of the risk assessment policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, eg 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 as well as general school premises risk assessments.

All staff receive guidance on risk assessment as part of their induction, including explanation of the risk assessment process. This is refreshed on an annual basis. This policy and all risk assessments are shared with all staff via a Google Shared Drive.

Risk assessment training will be provided on specific areas where identified by the School Business Manager / Head of Subject.

Risk Assessments should be completed when there are any significant changes to the hazards in the workplace, such as the introduction of new equipment or work activities.

The Senior Leadership Team / Operations Manager / Site Manager / Chef / Heads of Subject are responsible for writing and maintaining risk assessment records. Once written, all risk assessments will be checked by the Operations Manager and uploaded to a Shared Drive available to all staff. The risk assessments are then subsequently monitored and evaluated for effectiveness

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.

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
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

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?

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

People who may be harmed include employees, pupils, members of the public, visitors, parents, guests, speakers, contractors and other workers. Special groups that may need consideration are young or inexperienced workers, new & expectant mothers, disabled and those recovering from injury but deemed fit to attend work or study.

Monitoring and review

Risk assessments and any action taken in response to risk assessments will be monitored regularly by the Health and Safety Committee and Senior Leadership Team. They will seek to identify trends and understand issues of concern and to take steps to improve systems to manage these.

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

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)

Appendix 1: Risk Assessment Template

Risk Assessment - Template

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Carried out by: Name Date: 24 September 2019 Area: ? Subject (if applicable): n/a

What are the hazards?	Who might be harmed and how?	What measures are taken to control the risk.	Person responsible
FOR EXAMPLE Slips, trips and falls	Staff, pupils and visitors may be injured if they trip over objects or slip on spillages	Appropriate footwear and clothing worn for tasks being undertaken. Climbing over fences/walls etc. avoided.	

Risk Assessment written and maintained by:		Date:
Signature of Operations Manager:		Date:
Date review required:	Date review required:	Date review required:

The risk assessment should be reviewed if it may no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in the workplace, such as new equipment or work activities.

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

- curriculum activities
- science experiments
- design & technology
- food technology
- sport and PE activity
- Duke of Edinburgh award
- art
- music
- drama & dance
- sport and PE activities
- play and gym equipment
- EYFS
- general classroom
- lunchtime supervision
- school trips
- use of minibuses
- driving for work
- catering
- cleaning
- caretaking and security
- first aid
- COSHH
- Maintenance
- lone working
- grounds / traffic management
- events
- office work
- display screen equipment (VDUs)
- site visitors / contractors
- fire & emergencies
- Pupil Safeguarding and Welfare