



Risk Assessment Policy

1. Basic Principles

- Health and Safety is the responsibility of all – all staff at all times prioritise their own safety and well-being and that of the students.
- Risk assessments are regularly reviewed and ensure risks are anticipated and steps taken to eliminate or minimise those risks.
- Not all risks can be anticipated and prevented – accidents can happen at any time. It is vital that all staff are vigilant and aware of their surroundings, students and other adults and feel empowered to take early preventative action if they see a problem arising.
- We should be risk aware not risk averse.
- This policy should be read in conjunction with other School policies, including the School's Risk Management, Health & Safety, Educational Visits, Emergency Procedures and First Aid, Supporting Students with Medical Conditions & Administration of Medicines Policies.
- This policy and the procedures that follow from it will follow the guidance of the Health & Safety Executive and other relevant bodies.

2. Aim of the Policy

This policy aims to ensure that all stakeholders are clear about the School's procedures, when a risk assessment is required, and who owns the responsibility for the risk assessment.

3. Risk Assessment Procedure

Sound risk assessment is a tool to help maximise safety, allowing students to access a rich and creative curriculum both on and off the school premises. Risk assessment is based on the five principles of risk assessment recommended by the Health & Safety Executive (HSE):

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions

Step 4 Record findings and implement them

Step 5 Review assessment and update if necessary

A range of appropriate risk assessment pro-formas are available to cater for different situations.

4. People

5.

- The Assistant Head (Pastoral & Personal Development), in liaison with the relevant Head(s) of Key Stage, is responsible for drawing up risk assessments for any student suffering from a serious medical condition or injury, affecting their physical or mental health, which impacts on their daily life at School. The student and her Tutor and Head of Year/Key Stage, and teachers where relevant, must be aware/involved in the risk assessment. It should generally be reviewed every two weeks for short-term acute issues, and every few weeks (as appropriate to the situation) for longer-term more stable issues. The risk assessment must be sent to the Head for information and filing in the student's central file.

- The Assistant Head (Pastoral & Personal Development), in liaison with the relevant Head(s) of Key Stage, is responsible for drawing up risk assessments for the supervision of students to ensure that their welfare is always thoroughly considered and is given a top priority.
- The School Business Manager, in conjunction with the IT and Estates Manager, is responsible for drawing up risk assessments for any member of staff who is either pregnant or who is suffering from a serious medical condition or injury which impacts on their daily life at School or for designating this to the member of staff's Senior Team line manager. The member of staff must be aware/involved in the risk assessment. It should generally be reviewed every two weeks. The risk assessment must be sent to the Head for information and filing in the member of staff's central file.
- The School Business Manager with the IT & Estates Manager is responsible for drawing up risk assessments for any contractors working in School during term time.
- The School Business Manager is responsible for drawing up risk assessments for any staff or volunteers whose DBS have been applied for but have not yet arrived when they start at the School.
- The Head, or designated member of the Senior Team, is responsible for drawing up risk assessments for staff if they are needed in situations other than those related to health above e.g. to regulate contact between a staff member and another individual.

6. Premises

- The IT & Estates Manager is responsible for undertaking, reviewing and updating risk assessments for all the public areas in the school including the grounds, as well as additional risk assessments for areas undergoing building or development.
- Subject Leaders are responsible for risk assessing the classrooms and facilities in their subject area.
- Risk Assessments are working documents and will be reviewed and updated as required.
- The Health and Safety Policy and Premises Management policies detail the steps that will be taken to ensure that the premises remain safe at all times.

7. Events, Visits and Off Site Activities

8.

- The Director of Studies, in conjunction with the Educational Visits Coordinator, is responsible for ensuring that risk assessments for events, visits and off-site activities are carried out appropriately by the relevant person in charge.
- When planning a visit the responsible staff member will undertake a risk assessment (considering and updating as necessary any generic risk assessments held by the School which are going to be used e.g. for minibus or public transport and for regularly used venues). These risk assessments will be held by, and advised on by the Educational Visits Co-ordinator. This includes both offsite visits and events held on site by external providers.
- Venues/Third parties will be asked for their risk assessments which will be read and any additional hazards in our particular circumstances will be considered.
- Individual student risk assessments will be drawn up in conjunction with the Assistant Head (Pastoral and Personal Development), where there are particular concerns which are a relevant concern on the visit (e.g. medical or emotional conditions or injury).
- Risk Assessments will be drawn up and acted upon in keeping with the School's Educational Visits Policy.

9. Emergencies, Accidents and Medical Support

- All Staff must be aware of, and follow, the School's First Aid, Supporting Students with Medical Conditions & Administration of Medicines Policy in the event of an accident/incident. This policy must be considered when drawing up risk assessments.

8. Whole School Risk Assessment

- The Whole School Risk Register is discussed termly by the Senior Team. It covers all areas of School life, considering the full range of risks and how they can be mitigated. The Governing Body oversees the Whole School Risk Assessment process.

9. Review & Update

This policy will be reviewed annually.

Ratified by Governors' Finance, Audit & Fundraising Committee: January 2025

Next Update: January 2027