



# Risk Assessment Policy

Agreed by Governors	June 2018
Chairman of Governing Board	Cees Uijlenhoed
Date adopted	June 2018
Policy previously reviewed	_____
Policy last reviewed	_____
Policy to be reviewed	June 2020

## CONTENTS

1. Introduction	3
2. Objective of the Risk Assessment Process	3
3. Overview of the responsibility	3 – 4
4. When to complete Risk Assessment	4 - 6

## **1. Introduction**

This policy 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. The risk assessment process is in place to protect workers, children and other people who have a right to be protected from harm caused by a failure to take reasonable control measures.

## **2. Objective of the Risk Assessment Process**

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

## **3. Overview of responsibility**

The Principal and Board of Governors are responsible for the overarching risk management policy of the school. The overall strategy is formally reviewed on an annual basis. Delegated responsibility for the day to day operation of the risk assessment process is passed on to the Operations Manager.

### **Key areas of risk:**

- Pupil supervision (including safeguarding and welfare requirements)
- School trips
- Management of visitors on school premises
- Fire and emergencies
- Traffic and pedestrian interaction outside of the school grounds
- Management of hazardous substances
- The suitability of staff to undertake designated roles and checks to ensure that they are indeed suitable including staff not employed by the school who work with pupils eg LSAs
- Use of hazardous equipment e.g. in DT, Art etc.

### **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
- Security, specifically in EYFS areas, as appropriate

#### **4. When to complete risk assessments**

##### **Responsibility for drafting, checking and implementation:**

The Management Team consisting of the Principal, the Vice Principal, the Early Years Foundation Stage Coordinator and the Operations Manager have collective responsibility for the drafting, checking and implementation of risk assessments.

##### **Record Keeping:**

General risk assessments:

Hard copies of the current school risk assessments are kept in the School Office, in addition, an electronic copy is stored in the staff shared area on the network (school server).

**Visits and Trips:**

Risk assessments for visits and trips are also kept in the School Office in a separate file. These assessments are dated and signed in accordance with the date and type of trip applicable. The member of staff in charge of the trip/visit is responsible for completion of these risk assessments.

**Training:**

Risk assessment training will be provided on specific areas where identified by the Management Team including Safeguarding and Health and Safety.

**Specialist Risk Assessments:**

We have specialist risk assessments in place for Fire. This is completed by an external company every two years provided by The Dutch Consulate and reviewed by the Operations Manager in the intervening year.

**Site and Class Checklists for Staff:**

Checklists are circulated at least once a term although staff are obliged to immediately report any hazards or risks as they occur. These are then reviewed by the Principal and Operations Manager; hazards/risks identified are dealt with accordingly. In the EYFS whiteboards are used in the rooms for daily safety checks.

**Induction for staff – Risk assessment:**

Risk assessment is discussed during the induction process for staff in August at the beginning of each school year or necessary for staff members who may join mid-year.

**Risk assessments will take into account:**

- Hazards - 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 6 steps and considerations:**

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did?
- What measures to be taken to stop it?
- Check that current plans are working

The Operations Manager is responsible for the maintenance of risk assessment records overviewed by the Principal. The Board of Governors review the policy and risk assessment procedures at the Health and Safety committee meeting held in June each year.

**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 (usually June)

**See also:**

- ✓ Health and Safety Policy
- ✓ EYFS Policy
- ✓ Safeguarding Policy
- ✓ First Aid Policy

*This list is not exhaustive and other policies may apply*