

## St. Edmund's Risk Assessment Policy

### RISK MANAGEMENT AND RISK ASSESSMENT: TO SUPPORT CHILD PROTECTION AND SAFEGUARDING

#### 1. **Scope**

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, National Minimum Standards for Boarding and Early Years Foundations Stage.

#### 2. **Objectives**

- a) To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- b) 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.
- c) To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- d) That identified control measures are implemented to control risk so far as reasonably practicable.
- e) That those affected by school activities have received suitable information on what to do.
- f) That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- g) To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

#### 3. **Guidance**

The Head Teacher and Governors are responsible for the overarching risk management policy of the school. The overall strategy is formally reviewed on an annual basis. Day to day responsibilities of governors and/or senior managers may be delegated to other members of staff where appropriate.

Key risk areas include, but are not limited to:

- a) pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- b) school trips
- c) management of visitors on school premises
- d) fire and emergencies
- e) traffic and pedestrian interaction on site
- f) management of hazardous substances
- g) use of hazardous equipment e.g. in D.T., Art etc.
- h) 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
- i) risk areas which are not directly related to health and safety, including but not limited to:
  - I. financial
  - II. recruitment procedures including governing body oversight
  - III. reputational
  - IV. terrorism, including the prevention of fundamentalism and extremism

- V. pupil self-harming
- VI. security, specifically in boarding or EYFS areas, as appropriate

#### **4. Completion of risk assessments**

- a) Risk Assessments must be undertaken prior to any activity which is 'out of the ordinary'.
- b) The person in charge of the activity should draft / update an applicable risk assessment and pass it to their line manager for review.
- c) The completed risk assessment should be forwarded to the Compliance Officer who will save it to the portal and the Z drive.
- d) Template risk assessment forms are included in Appendices 2 and 3. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.
- e) Risk assessments will take into account:
  - i. hazard - something with the potential to cause harm
  - ii. risk - an evaluation of the likelihood of the hazard causing harm
  - iii. risk rating - assessment of the severity of the outcome of an event
  - iv. control measures - physical measures and procedures put in place to mitigate the risk
- f) The risk assessment process will consist of the following 6 steps:
  - i. what could go wrong
  - ii. who might be harmed
  - iii. how likely is it to go wrong
  - iv. how serious would it be if it did
  - v. what are you going to do to stop it
  - vi. how are you going to check that your plans are working
- g) The Compliance Officer will be responsible for the maintenance of risk assessment records. Where the policy is reviewed schools should identify how the review is recorded and considered e.g. by a H&S committee or similar.
- h) Risk assessments will be reviewed:
  - a. when there are changes to the activity
  - b. after a near miss or accident
  - c. when there are changes to the type of people involved in the activity
  - d. when there are changes in good practice
  - e. when there are legislative changes
  - f. annually if for no other reason
- i) A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 3.

#### **5. Training requirements for staff**

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar / Head of Department.

**Appendix I: General Risk Assessment Template**

GENERAL AREA RISK ASSESSMENT				
<b>REF No:</b>		<b>Date:</b>		
<b>Location:</b>		<b>Assessor:</b>		
<b>Persons at Risk:</b>				
IDENTIFIED HAZARDS	SEVERITY	PROBABLE FREQUENCY	Risk Score	YES/NO
Consider such hazards as: slips, trips & falls ;burns; chemicals; falling from height; fire; electrocution; amputation; suffocation; noise; crushing; gas; poisoning; fracture; dislocation; strain; sprain; machinery; vehicles; tools; animals; weather; young persons, horse play etc. Include daily and occasional activities.	Enter a no. from 1 to 6	Enter a no. from 1 to 6	Severity multiplied by Frequency	Score of 9 or above  further immediate assessment needed
If using this form for <b>Fire Safety Risk Assessments</b> , consider hazards such as: lack of alarm systems; inability to hear alarms; safety of escape routes; obstructions; locked exit doors; lack of signage; drill frequency; combustibles; chemicals; sources of ignition, open fires, heating appliances; festive or display materials; numbers of persons in locations; evacuation by the young, elderly, disabled or infirm; electrical equipment; gas and LPG usage; smoking; smoking arrangements, etc.	1 Negligible 2 Minor injury 3 Major injury 4 Single death 5 Multi-death 6 Multi-offsite	1 Improbable 2 Possible-every 5 yrs 3 Occasional – annually 4 Fairly frequent – quarterly 5 Frequent – weekly 6 Certainty - daily		YES/NO

**You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.**

**Appendix 2: Trip Risk Assessment Template****Part A – School Outing Planning Sheet**

Date of trip:	
Name of trip:	
Address and phone number of venue:	
Staff attending ( <i>list all names and underline the person in charge</i> ):	
Mobile phone no. ( <i>to be available throughout trip</i> ):	
Accompanying parents:	
Staff to pupil ratio:	
Name of School contact ( <i>this must be someone who will be in school for the duration of the visit e.g. office, SMT</i> ):	
Deadline for parents to book:	
Is the outing chargeable to parents ( <i>if not, please specify which budget it is to be charged to</i> )?	
Invitees – year group	
And / Or – subject group	
Timings on the day - Depart:	
Return:	
If using a mini bus – Drivers name(s):	
Will Minibus Driver(s) drop off or stay for duration?	
Minibus / Coach Cost ( <i>confirmed with Front Office</i> )	
Entrance price:	
How many staff members will we be charged entrance fees?	
Any other costs:	
Lunch arrangements:	
Special clothing requirements:	
Spending money:	None needed / Max amount: £
Description / Purpose of Trip ( <i>This should be worded as if you were writing a letter to parents – please don't just put a few bullet points and expect Office staff to make up the rest! Attach another sheet if necessary</i> ):	

**Please return to the front office**

Price to be charged per pupil ( <i>completed by Bursary</i> )	
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**Part B - Checklist**

Please tick the checklist below when each item on the list has been dealt with.

**I have:** *(please tick)*

- Completed School Outing Planning Sheet (Part A) to enable Office Staff to upload trip details to Parent Portal
- Organised transport or asked the office to arrange a coach.
- If the visit is not in the calendar written details in the school diary and on the Common Room notice board
- Notified peripatetic staff who may be affected by the pupil's absence
- Asked for cover for all accompanying staff
- Informed the kitchen about lunches etc. and completed a pink slip of Requirements.
- Completed a **risk assessment and action plan (Parts C & D)**
- Printed 'School Trip Report (Medical)' from Staff Portal and attached to this form or made a manual list of pupils who will be on the visit and any **special needs they may have and what should be done to meet those needs (Part E)**
- Briefed the pupils
- Briefed the accompanying staff and given each a copy of the list of participants, including special needs, and risk assessment
- Arranged a school contact for the visit
- Arranged to take a first aid kit, travel sickness and other medication as necessary
- Raised a Purchase Order for Entrance fees, coach travel etc.**
- Carried out an Inspection Visit. If not , why.....**

Signed ..... Date.....

**Form to Headmaster for authorisation**



**Part D – Risk Assessment Action Plan**

*To be completed after Part C for any risks with a score of 9+ and any other activities/hazards/risks requiring action.*

<b>Activity/situation/risk</b>	<b>Action required</b>	<b>Target date</b>

Assessment and action plan prepared by..... Date .....

**Part E – Attach ‘School Trip Report (Medical)’ from Staff Portal or insert names of pupils with special educational or medical needs:**

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**Guidance on taking trips out of school.**

The following set of guidelines should be employed by members when planning to take trips out of school.

1. It is the responsibility of the member of staff planning the outing to:
  - a. Book the venue
  - b. Book / arrange the transport
  - c. Organise the feeding arrangements
  - d. Arrange suitable staffing for the trip

There is no legislation defining exact requirements for the supervision of pupils on school visits but 1998 guidance from the DfE stated:

- *1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);*
  - *1 adult for every 10-15 pupils in school years 4 to 6;*
  - *1 adult for every 15-20 pupils in school year 7 onwards.*
2. The member of staff planning the trip must carry out a risk assessment for the planned outing. This may include carrying out an exploratory visit to look at / assess the suitability of the venue. Help with completing the risk assessment can be sought from the Bursar (the school's H & S Officer), the Deputy Head or the booklet entitled 'Health and Safety of pupils on educational visits' which can be found in the Deputy Heads' office
  3. The member of staff planning the trip should ensure, by liaison with the Bursar, that all insurance required for the outing are held by the school or are taken out by the school for this particular outing.
  4. At least two weeks in advance of the date of the trip, the form (Parts A – E) seeking the Headmaster's approval for the trip must be presented to him for him to check through and sign.
  5. The portal details should include the following information:
    - a. The date and timings of the trip
    - b. The Venue
    - c. The transport arrangements
    - d. Pocket money requirements (if any)
    - e. Dress for the outing (if not school uniform)
    - f. The cost that will be incurred on the bill (**agreed in advance with the Bursary**)
  6. The member of staff in charge of the trip should consult with the school nurse to confirm any special medical issues associated with the children who are going on the trip. Any inhalers etc that are required should be drawn from sick bay prior to the departure.
  7. Please arrange to have a mobile phone available for the outing for two way contact with the school.

**Headmaster's Authorisation**

I have studied the application and am satisfied with all aspects including the planning, organisation, risk assessment and staffing of the visit. Approval is given.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**YOU MUST NOW CARRY OUT THE FOLLOWING:**

- **Copy of Parts A and E to the office**
- **Complete pack to the Compliance Officer including all attachments.**
- **Complete pack to the Deputy Head including all attachments.**

**NB the Headmaster must be informed in writing within 14 days of any difficulties encountered on the visit.**

**Appendix 3: Areas requiring risk assessment (non-exhaustive)**

Educational

- a) science experiments
- b) design & technology
- c) food handling and preparation
- d) sport and PE activity
- e) Duke of Edinburgh award
- f) art
- g) music
- h) drama & dance
- i) general classroom
- j) school trips
- k) visiting lecturers
- l) LOTC activities

Support

- m) catering and cleaning
- n) caretaking and security
- o) maintenance
- p) grounds / traffic management
- q) office
- r) site visitors
- s) fire & emergencies
- t) Pupil Safeguarding and Welfare
- u) FOSE events

**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](http://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](http://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](http://www.gov.uk/government/publications/prevent-duty-guidance))
- k) National Minimum Standards for Boarding Schools April 2015

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