

# Risk Policy



Date of Last Review:	September 2023
Staff member responsible for this policy:	Mrs Sarah Brame
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# **I Policy Statement**

St Olave's Prep School does not expect to eliminate all risks but will protect all the children and adults as far as 'reasonably practicable'. We could become too preoccupied with what may happen and, as a result, limit learning opportunities to an unreasonable extent. It is important for children to learn how to recognise danger and how to behave sensibly to prevent harm to themselves and/or others. For any location or activity, St Olave's Prep School will assess the risks involved and take effective measures either to remove the hazard or reduce the risk.

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, National Minimum Standards and Early Years Foundations Stage standards. St Olave's is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). This policy applies to all members of our school community, including those in our EYFS setting regardless of gender, race, sex, ethnicity, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, or disability.

## **2 Objectives**

- 2.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 2.2 To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership and management of schools.
- 2.3 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- 2.4 That identified control measures are implemented to control risk so far as reasonably practicable.
- 2.5 That those affected by school activities have received suitable information on what to do.
- 2.6 That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- 2.7 To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

### 3 Guidance

3.1 The Headteacher and Trustees will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. The responsibilities of Trustees and/or senior leaders may be delegated.

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

3.3 The Bursar will be responsible for the implementation of this policy.

3.4 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.

3.5 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.

3.6 A template risk assessment form is included at Appendix I to this guidance.

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

3.8 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
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

3.9 The Bursar / Head of Department will be responsible for the maintenance of risk assessment records.

3.10 Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident

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- 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

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

## 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 (2014), 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

## Appendix I: Risk Assessment Template

School name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

You should review your risk assessment if you think it might no longer be valid, eg 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.

### Our St Olave's Risk Assessment Template (Staff Handbook - Risk Assessments - Risk Assessment Template)

St Olave's Prep School Risk Assessment Record										
Activity / Situation			Persons at Risk				SEVERITY: A – Death, major injury, damage, loss of property B – 3 days abs, moderate injury / damage C – Minor injury, loss / damage LIKELIHOOD: 1 – Extremely likely to occur 2 – Likely to occur 3 – Unlikely to occur RISK LEVEL: H – High M – Medium L – Low	Risk Rate		
Site Location	Risk Assessment Ref	Sheet   of	Employees	Students	Other Users	Contractors		Public	Severity	Likelihood
Date	Review Date	Signature Of Assessor	ACTIVITY / PREMISES / EQUIPMENT				PRECAUTIONS AND CONTROLS			
Haz No.	IDENTIFIED HAZARD		Employees	Students	Other Users	Contractors	Public	Severity	Likelihood	Risk level
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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

### **Educational**

- science experiments
- design & technology
- food technology
- sport and PE activity
- trips
- art
- music
- drama & dance
- general classroom

### **Support**

- catering and cleaning
- caretaking and security
- legionella
- asbestos
- maintenance
- grounds
- site visitors
- fire & emergencies
- office

### **Pupil Safeguarding and Welfare**

## Appendix 3 - How to assess the risks in the school?

### 1. Identify the hazards

Hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer. Think about long-term hazards to health e.g. high levels of noise, glaring lights.

### 2. Decide who might be harmed and how

Identify groups of people who may be exposed to risk. Identify how they may be harmed, i.e. what type of injury or ill health might occur. Thought should be given to the hazards which may be faced by cleaners, visitors, contractors, who may not be in the school all the time

### 3. Evaluate the risks and decide on precautions

The risk is the chance, high or low, that somebody could be harmed by the hazard, together with an indication of how serious that harm could be. Think about what controls there are in place and think about good practice.

Consider:

Can I get rid of the hazard altogether?

If not, how can I control the risks so that harm is minimised and/or unlikely to occur?

When controlling risks, the following principles will be applied:

- a) Chose a less risky option
- b) Prevent access to the hazard
- c) Reduce exposure to the hazard e.g. put barriers up
- d) Protective equipment e.g. clothing, footwear, goggles
- e) Provide welfare facilities e.g. first aid

For further details, refer to Appendix Risk Rating

### 4. Record your findings and implement them

- a) Putting the results of the risk assessment into practice
- b) Share the risk assessment with your staff,
- c) Keep it simple
- d) Has a proper check been made?
- e) Have all the significant hazards been dealt with?
- f) Are the precautions reasonable and the remaining risk is low?

### 5. Review your assessment and update if necessary

- a) Regular checks are completed by the Health & safety committee to make sure that the control measures stay in place.
- b) All risk assessments will be formally reviewed annually by staff at the beginning of each academic year to consider the risks posed by new equipment and procedures.
- c) Have there been any changes?
- d) Are there improvements the school still needs to make?
- e) Has anyone in the school community spotted a problem?
- f) Have we learnt anything from accidents or near misses?

During the year, if there is a significant change, we will not wait. The risk assessment will be checked and, where necessary, amended.