

# KING EDWARD'S SCHOOL POLICY DOCUMENT

**Title:** Risk Assessment and Management policy

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## Risk Assessment and Management Policy

### Contents

<i>The Regulatory Framework</i> .....	3
1.1 <b>Scope</b> .....	3
1.2 <b>Objectives</b> .....	3
1.3 <b>Guidance</b> .....	3
1.4 <b>Content</b> .....	4
1.5 <b>Process</b> .....	4
1.6 <b>Records – review and updates</b> .....	5

## ***The Regulatory Framework***

*All independent schools are required by law to draw up and implement a Risk Assessment and management policy pursuant to Part 3 of the ISS Regulations. This policy is based on the model Risk Assessment and management Policy produced by ISBA and is reviewed by WSMT and approved by the Board of Governors annually.*

### **1.1 Scope**

This guidance is applicable to all those across the with responsibility for developing / implementing the following 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).

### **1.2 Objectives**

- 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.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

### **1.3 Guidance**

- The Bursar and Governors 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 governors and/or senior managers may be delegated.
- King Edward's School, Bath has identified that these key risk areas require risk assessments ( as a minimum):
  - 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
  - school trips
  - management of visitors on school premises
  - fire and emergencies
  - traffic and pedestrian interaction on site
  - management of hazardous substances
  - use of hazardous equipment e.g. in DT, Art etc
  - legionella
  - asbestos
  - 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
  - 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) security, specifically in EYFS areas
- Part 3, of the ISSRs identify that a dedicated risk assessment policy is required of schools but can consist of an existing policy suitably updated and identified. The policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment. It is not suitable for the information to be woven amongst several documents. The detail required (non-exhaustive) should include:
  - (a) when to complete risk assessments
  - (b) who is responsible for drafting and checking
  - (c) records to be kept
  - (d) training requirements for staff
- The Estates and facilities manager will be 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.
- All staff required to conduct Risk Assessments will receive online training on risk assessment writing 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 / Estates and Facilities Manager/ Head of Department.
- A template risk assessment form is included at Appendix 1 to this guidance. The School acknowledges that it is not a requirement to use this specific template but this is provided as guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science.

## 1.4 Content

- Risk assessments will take into account:
  - (a) hazard - something with the potential to cause harm
  - (b) risk - an evaluation of the likelihood of the hazard causing harm
  - (c) risk rating - assessment of the severity of the outcome of an event
  - (d) control measures - physical measures and procedures put in place to mitigate the risk

## 1.5 Process

- The risk assessment process will consist of the following 6 steps:
  - (a) what could go wrong
  - (b) who might be harmed
  - (c) how likely is it to go wrong
  - (d) how serious would it be if it did
  - (e) what are you going to do to stop it
  - (f) how are you going to check that your plans are working

## 1.6 Records – review and updates

- Head of Department / Estates and Facilities Manager will be responsible for the maintenance of risk assessment records. This risk assessment policy will be reviewed on a regular basis by the health and safety committee.
- 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
- A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2. The responsibility for completing the risk assessment falls to the head of department or member of staff responsible for the area or activity detailed.



## Appendix 1: 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	Arrangements for monitoring by senior staff

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: Areas requiring risk assessment (non-exhaustive)

- Educational – Heads of department
  - science experiments
  - design & technology
  - sport and PE activity
  - art
  - music
  - theatre and drama
  - general classroom
  - offsite activities and school trips
  - Duke of Edinburgh award
  - CCF
  -
- Estates
  - Support departments
    - catering and cleaning
    - caretaking and security
    - medical and first aid
  - Site
    - legionella
    - asbestos
    - radon gas
    - maintenance
    - grounds / traffic management
    - office
    - site visitors
    - fire & emergencies
    - Management of hazardous substances
- Pupil Safeguarding and Welfare – Designated Safeguarding Lead with external advice where appropriate
  - Pupil supervision
  - EYFS
  - Playground and outside recreation

(From KCSIE)

- Staff
  - The Prevent Duty risk assessment
  - Online safety- annual review and risk assessment
  - Recruitment issues such as vetting and recruitment of individuals who have lived or worked overseas, approach to vetting of volunteers, recruitment of offenders, staff starting work before their DBS certificate is available
  - In the context of allegations against staff – decisions about suspension etc
  - Use of reasonable force

## 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