AMESBURY SCHOOL
HINDHEAD

CHARTERHOUSE FAMILY OF SCHOOLS

Last updated: SLJ/Sept 26
Next update: SLJ/Sept 27

Risk Assessment Policy

As Governors we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, all pupils at Amesbury including EYFS pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

Risk Management and Risk Assessment: Policy to Support Child Protection and Safeguarding

1. Scope

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 and Early Years Foundations Stage.

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 in 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. Management of Risk

Governors are responsible for overseeing the policies and implementation of policies of all aspects of Health and Safety at Amesbury including risk assessment. The Governing Body will nominate a Governor with specific responsibility for Health & Safety who will take an overview of school risk assessments to ensure that they have been carried out to a suitable standard and cover all significant risks.

Specific day to day responsibility for Health and Safety is delegated to the Bursar, who serves as Chair of the Health and Safety Committee and reports to Governors. The Bursar, Estate Manager, Senior Deputy Head Pastoral (for trips and clubs) and Heads of Department will be responsible for the implementation of this policy and the maintenance of risk assessment records.

All staff will receive guidance on risk assessment as part of their induction and further risk assessment training or guidance will be provided on specific areas as required. Staff are responsible for carrying out suitable risk assessments of their own areas and for reporting any identified risks to the Bursar or Estate Manager.

Action required to remove and/or control risks will be approved by one of the following as appropriate:

- Heads of Department
- Senior Deputy Head Pastoral
- Bursar
- Estate Manager

Heads of Department will be responsible for ensuring the action required is implemented and to follow through any longer-term actions required.

The Health and Safety Committee is the main forum within the school for discussing and monitoring risk assessments, inductions and training programmes. The committee meet at least once per term, and risk assessments are a standing agenda item at those meetings. The Bursar is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to Governors and the SLT.

4. Guidance

4.1 What is a risk assessment ?

A risk assessment can be defined as "a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.''

A hazard is something with the potential to cause harm.

A risk is an evaluation of the probability or likelihood of the hazard occurring

A risk assessment is the resulting assessment of the severity of the outcome eg. loss of life, destruction of property.

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk eg. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance.

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense focusing on prevention, rather than reacting when things go wrong. In many cases simple practical measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Amesbury they are reviewed annually for EYFS, all academic departments and for premises. All staff and pupils receive training on induction and during their time at the school as needed. The facilities manager arranges training when required. An electronic folder of all risk assessments is maintained by the Finance Office and a Risk Assessment Register is also available.

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

4.3 The Deputy Head / Bursar or Facilities Manager / Head of Department will be responsible for the implementation of the risk assessment policy.

4.4 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.

4.5 A template risk assessment form is included at Appendix 1 to this guidance. The school adopts model risk assessments for all areas.

4.6 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

4.7 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

5. Areas Requiring Risk Assessments

5.1 Educational – To be performed by the Head of Department and signed off by the Deputy Head Pastoral, the Bursar or the Facilities Manager.

- science department and experiments
- sport and PE departments
- visual art department including the kiln and print studio
- music department
- drama & dance departments
- general classrooms
- all school trips especially where specialist activities are undertaken. Operator Licences must also be checked eg. Climbing, activity centres, sailing.
- all school performances
- all boarding activities – currently no boarding
- Early Years – see separate risk assessment for EYFS building, garden and holiday club
- Swimming which is undertaken offsite must always be risk assessed by the Head of PE and Games and authorised by the Deputy Head Pastoral.
- Outdoor learning

5.2 Support - to be performed by the Head of Department and signed off by the Facilities Manager.

- Catering – to be completed by the Catering Manager
- Cleaning – to be completed by the Estate Manager
- Caretaking and security – to be completed by the Estate Manager
- Maintenance – to be completed by the Estate Manager
- Grounds / traffic management – to be completed by the Estate Manager
- Office – to be completed by occupiers of each office
- Site visitors – to be completed by the HR Manager
- Fire & emergencies – to be completed by the Estate Manager

5.3 Pupil Safeguarding and Welfare

The focus of our pastoral policy is to ensure every pupil leaves as a confident, articulate learner capable of keeping him/ herself safe in the home, at school and in public places where reasonable for their age. Our PHSE programme and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and electronic worlds and on sensible precautions that should be taken.

5.4 Medical and First Aid

The Medical department has a suite of first aid policies that address risk and associated hazards for first aid and all other treatments and procedures. The accident forms are maintained in the medical area and school matron is responsible for ensuring accident reports are passed to the Bursar. Matron is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Where a pupil or member of staff returns to school/work following significant injury or illness, a risk assessment should be completed. This will be overseen by Matron, on behalf of the Bursar and in communication with parents/key teaching staff and/or line managers.

5.5 Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the memorial garden and pond, the science laboratories, the IT laboratories and the Visual Art rooms. Doors to these areas are kept locked at all times when not in use. All flammables are securely stored. Pupils do not have access to the Maintenance, Catering and Cleaning areas of the school.

5.6 Child Protection

Our Safeguarding Policy and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Governors and volunteers, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

5.7 Off Site Visits

All risk assessments for Off Site Visits should include a nominated member of staff who is responsible for the safeguarding of all the pupils.

Any specialist activities which are undertaken must first be risk assessed by the teacher in charge and reviewed by the Deputy Head (Pastoral). These activities undertaken must be performed by a licenced provider and this must be evidenced. (Adventure Activities Licencing Regulation 2004)

5.8 Support Areas

Catering and Cleaning: risk assessments and training are required for every item of industrial catering and cleaning equipment but staff can be assumed to be familiar with domestic items such as electric kettles or vacuum cleaners and need only to be reminded of the trip hazards associated with all equipment that has trailing leads and visually to check the condition of plugs and leads. Risk assessments and training are also required for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

Caretaking and Security: Risk Assessments are carried out on a generic basis for classrooms where the functional location poses no specific hazard and a similar approach is taken to corridors and stairs. Accident sites are routinely inspected to decide whether a specific assessment is required to establish whether a systemic hazard exists or has developed. Particular emphasis in training is given to minimising the risk of fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Maintenance and Grounds : Risk assessments and training is required for every tool and item of equipment, but staff can be assumed to be familiar with items that they habitually use at home. Risk assessments and training are also required for manual handling, slips and trips, working at height, lone working, asbestos, hot works, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Office staff: risk assessments are required for the display screen equipment and cables used by those staff, primarily office-based, who spend the majority of their working day in front of a screen.

6 Conducting a Risk Assessment

There are several possible techniques for assessing risk. The Amesbury Science Department, Art and Textiles, PE Department, Performing Arts and Music and Early Years follow the set guidelines for identifying risk and use their associated model risk assessments. Other departments use a broadly similar system whereby a risk is identified, the severity of that risk is determined and the likelihood of that risk occurring is assessed as very, high, medium or low. This then determines the risk level and actions that may need to be taken to reduce that risk. It is not adequate to simply identify a risk. That risk has to be quantified in a risk assessment. This is also the system used for school visits.

6.1 Evaluate the Risk: Consider how likely it is that each hazard could cause harm. This will determine whether or not action needs to be taken to reduce the risk tasks that have been assessed as requiring its usage.

6.2 Specialist Risk Assessments and High Risk Activities: We will always employ specialists to carry out high risk tasks at the school. The Bursar/Estates Manager arranges for specialists to carry out the following risk assessments:
Fire safety
Asbestos
Legionella
Gas safety
Electrical safety of buildings
Tree safety
Play Area Equipment
Lightning Conductor
Pest control

7 Responsibilities of all staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety, which is recorded. Specialist training is given to those whose work requires it and this is managed by the HR Manager. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, other members of the Senior Leadership Team including the Estates Manager and the Bursar in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Bursar/Estates Manager.

Audit Compliance Statements

An annual Company Compliance risk assessment is presented by the Head and Bursar to the Governors to approve as trustees of the Amesbury School Trust Ltd Charity. This report analyses:

- the financial procedures and controls
- the major risks to the school, including:
    - Strategic risk
    - Loss of fee income
    - Damage to reputation
    - Failure to teach the correct syllabus
    - Risk of a child protection issue
    - Gaps in Governor skills
    - Conflicts of interest
    - Employment Disputes
    - Major Health and Safety issues
    - Possible data loss
    - Risk of fire, flood and land slip
    - Poor cash flow management
    - Fraud
    - Loss through inappropriate investments
    - Areas of potential risk
    - Pandemic

- The measures taken to protect the school against such risks, including:

    - Safer recruitment of staff, Governors and volunteers
    - Measures to ensure the selection, training, and appraisal of appropriately qualified staff and Governors
    - Insurance
    - Strong financial controls
    - Use of professional advice from lawyers, accountants, architects etc as needed
    - Contingency planning for business continuity

The Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines in the school's annual accounts: ''The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks''

Appendix 1: Risk Assessment Template

Risk Assessment –

Client	AMESBURY SCHOOL	**Site**	Amesbury School	**RA No.**	
		Date		**Review Date**	

RISK ASSESSMENT (Significant Risks Only)			
Assessed by		**Persons Affected**	Employees, pupils and third parties including parents/guardians contractors and other third parties.
Process/Activities Covered By Assessment			
Location	Hazel Grove, Hind Head, Surrey, GU26 6BL		

Hazards and possible outcomes		**Existing Control Measures**	**Risk Rating**				**Additional Control Measures Required**
			V	**H**	**M**	**L**	
1.							
2.							

Links and Resources

Health and Safety Executive Resources including- HSE Website www.hse.gov.uk and HSE Five steps to risk assessment- http://www.hse.giv.uk/pubns/indg163.pdf

Handbook for the Inspection of Schools: The Regulatory Requirements, Part 3

The Early Years Foundation Stage Statutory Framework

Charities and Risk Management, The Charity Commission