



**ST EDMUND'S
SCHOOL**
CANTERBURY

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WHOLE SCHOOL (INCLUDING EYFS) RISK ASSESSMENT POLICY

Person Responsible: Nick Scott- Kilvert (Bursar)

Signed

Date: September 2021

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

Scope

St Edmund’s School Canterbury is responsible for undertaking risk assessments for activities which are under its control. This includes the requirements of the Independent Schools Inspectorate (ISI), National Minimum Standards (NMS) and Early Years Foundations Stage (EYFS) standards. The school recognises its responsibility in ensuring that the welfare of pupils including those in EYFS, staff and visitors is safeguarded and promoted by the drawing up and effective implementation of this policy. The school also recognises that appropriate action must be taken to reduce risks that are identified.

Objectives

The school will ensure that :

- suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- identified control measures are implemented to control risk so far as reasonably practicable.
- those affected by school activities have received suitable information on what to do.
- risk assessments are recorded and reviewed annually or sooner where necessary.
- risk assessment is systematic with a view to promoting the welfare of pupils including those in EYFS, staff and visitors.

Guidance

The Bursar is responsible for the implementation of this policy.

Day to day responsibility for ensuring that risk assessments are collated, records kept and reviewed rests with the Health and Safety Manager; but Heads of Departments are to be tasked with ensuring that their own departments follow endorsed school policies and procedures. The entire school community needs to “buy into” the school’s health and safety culture and to become involved with using and updating risk assessments as part of their daily routine. The Estates Manager reports to the Governors through Development and Estates meetings on the collation of Risk Assessments.

This guidance is applicable to general risk assessment. Assessments for specialist areas (eg. asbestos, fire, water quality, hazardous substances, legionella and COSHH) are covered within those specific policies.

The Bursar provides risk assessment training for those for whom it is relevant at the beginning of each academic year. Guidance is available throughout the year and any members of staff who are employed by the school during the course of a year and for whom the writing of risk assessments is necessary will receive training from the Health and Safety Manager at the point of them needing to complete the risk assessment(s) for their area or activity.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

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
- Risk rating once these measures have been put into place.

The risk assessment process will consist of consideration 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 go wrong?
- What are you going to do to stop it?
- How are you going to check that your plans are working?

All Heads of Department/Managers are responsible for ensuring that risk assessments are carried out as and when required. The Health and Safety Manager will remind those who do not have the required paperwork in place prior to their risk assessments going out of date. The Health and Safety Manager is responsible for the collation, retention and timely updating of the risk assessment records (see Appendix 2 of a non-exhaustive list of areas and events that require risk assessments).

Risk assessments should be reviewed:

- When there are changes to the activity or room use
- 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
- After school trips have taken place (see the 'School Outings, Educational Trips, Expeditions and Tours' policy). *Senior school trip administration, including Risk Assessments, are reviewed by Leigh Millard. Junior school administration for trips is carried out by Alastair McKean.*

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 (www.isi.net)
- B: Health & Safety Executive, Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)
- C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
- D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- F: Early Years Foundation Stage: Statutory Framework
- G: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)
- H: The Management of Health and Safety at Work Regulations 1999

NCSK/EOC September 2021

Review Date: September 2022

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| Name: | |
| Position: | |
| Time and date completed: | |

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|--------------------|--|--------------|--|---------------|--|
| Event Name: | | Date: | | Venue: | |
|--------------------|--|--------------|--|---------------|--|

| (1) Activity / Area of Concern | (2) Hazards Identified | (3) Persons at Risk | (4) Current Risk Factor (high, medium or low) | (5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk | (6) New Risk Factor (high, medium or low) |
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Appendix 2: Areas requiring risk assessment (non-exhaustive)

Educational

- Science
- Design & technology
- Food technology
- Sport and PE activity
- Duke of Edinburgh award
- Art
- CCF
- Music
- Drama
- General classroom
- Boarding accommodation
- Educational trips

Business Services

- Catering and cleaning
- Caretaking and security
- Maintenance
- Grounds
- General office
- Lettings
- Additional functions (eg. Open Days, concerts etc.)