The Peterborough School

Risk Assessment Policy

Policy Reference:	16a (3-21) Risk Assessment Policy
Review Date:	September 2020
Reviewed by:	Bursar
Next Review:	September 2021
Review Frequency:	Annual

Scope

This policy is applicable to all those with responsibility for developing and implementing the School's risk management strategy and undertaking risk assessments for activities which are under their control. This aims to meet the requirements of the Independent Schools Inspectorate's Regulatory Requirements.

Objectives

These are:

- to ensure that all risks are identified and managed as part of an overarching policy with a view to promoting children's and staff welfare
- to meet the ISI requirement for a written risk assessment policy to be in place and to meet the need for leadership 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 how to conduct their duties with regard to alleviating risk
- that the risk management strategy and risk assessments are recorded and reviewed when appropriate
- to identify those in the School responsible for conducting risk assessment and monitoring its implementation

Guidance

The Governors are responsible for the overarching risk management policy of the School. The overall strategy is to be formally reviewed on an annual basis. Day to day management responsibilities are delegated to the Headmaster and appropriate staff. The following are key risk areas:

- pupil supervision (including safeguarding, Prevent and welfare requirements eg self-harming and FGM). This area is the responsibility of the designated safeguarding lead (DSL)
- school trips; this is the responsibility of the Deputy Headmaster.
- management of visitors on school premises (Bursar)
- fire and emergencies (Bursar)
- traffic and pedestrian interaction on site (Bursar)
- management of hazardous substances (Bursar and Heads of Departments)
- use of hazardous equipment (Bursar and Heads of Departments)
- safer recruitment (Bursar)
- security (Bursar)
- classrooms, laboratories and workplaces (Heads of Departments)
- Sports activities (Director of Sport)

This policy puts in place measures to control major risks and identify sufficiently detailed procedures for risk assessment. This includes detailing who is responsible for training, drafting and checking procedures and keeping records. The Bursar is responsible for the implementation of the risk assessment policy and supervises the Head of the Preparatory School, the Heads of Departments, the Nursery Manager, the Estates Manager and the Domestic Bursar to ensure it is carried out. All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis through the Health and Safety Committee and team meetings.

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 category - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

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 is needed to be carried out to stop it
- continual assessment that mitigation of risk is achieved

This guidance is applicable to general risk assessment. Where specialist skills are required eg asbestos, water quality and other hazardous substances there is separate regulatory guidance in place which the School adheres to through employing consultants to meet this need. A template risk assessment form is included in the Appendices to the Staff Handbook to be used as necessary by staff members.

Risk assessments will be initiated or reviewed:

- when a new piece of equipment or machinery is brought into service
- when there are changes to an activity
- after a near miss or accident
- when there are changes to the personnel employed in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

The annual major risk assessment consists of:

a. **Fire Risk Assessment**.   The regulatory Fire Risk Assessment carried out by the Estates Manager annually, a competent person, who is to be trained in this aspect. His findings will be reported to the Headmaster, via the Bursar and a prioritised annual action plan will be undertaken. This competent person will maintain detailed room plans of the fire precautions fitted, which is to be reviewed annually. The findings of the assessment will be reported annually to the Health and Safety Committee for review and the Governors responsible will report as necessary to the School Council. The assessment template is at the Appendices to this handbook.

b. **Departmental Annual Risk Assessments**.   The Bursar supervises the Departmental Annual Risk Assessments which are carried out in the Summer term. This is to cover an analysis of the level safety of the following:

i.   Location - each room and each working area, their furniture and equipment and working practices.

ii.   Activity – trips, visits, sports, clubs and other school events or activities, either by means of a standing risk assessment, or a bespoke recorded assessment for an activity.

Guidance and the areas to be covered are held in the All Staff / HEALTH & SAFETY folder on the shared area, and as Appendices to the School Handbook. These findings will be reported annually to the Health and Safety Committee for review and the Governor responsible will report as necessary to the School Council.

2.   The Bursar will be responsible for the maintenance of risk assessment records. All risk assessments are to be retained for 4 years and then disposed of securely.