



PRESTFELDE

GUIDANCE ON RISK ASSESSMENT POLICY

A Legal Requirement for Independent Day and Boarding schools and EYFS Providers.
An audit compliance requirement for schools that are charities and companies.

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 Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), 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)

I: Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (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)

K: National Minimum Standards for Boarding Schools April 2015

INTRODUCTION

Prestfelde is legally required to have risk assessments in place that cover a great many of our activities, including all the many educational visits and trips that are made by the pupils. There are additional requirements for boarding and EYFS provision, reflecting the different environments and ages of these pupils. Like all employers, Prestfelde is required by law to assess the risks to our employees and (in school parlance), to pupils, Governors, contractors and visitors who could be affected by our activities.

Additionally, the SORP (and subsequent practices/requirements) firmly places the reporting of risk management on the agenda of all auditable charities by requiring their annual reports to "contain a statement as to whether the charity trustees have given consideration to the major risks to which the charity is exposed and to systems designed to manage those risks." Similarly, charities that are incorporated under company law are required to include a business review in the directors' annual reports that include a description of the principal risks facing the company.

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, National Minimum Standards for Boarding and Early Years Foundations Stage.

OBJECTIVES

- To ensure 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
- 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.
- Risk assessments and management strategy are recorded and reviewed when appropriate.
- Identify those responsible for conducting risk assessment and monitoring its implementation.

CONTENTS OF POLICY

This policy is a practical guide to the process of conducting generalist risk assessments in the school. Prestfelde needs to ensure that all our employees have a basic understanding of the general principles of conducting risk assessments (and health and safety) as part of their induction training. Refresher training will be required at regular intervals, particularly for staff who work with chemicals (such as Science teachers and technicians, or Cleaners). Additional training may be required as part of an individual's professional development, for example, training a Groundsman in the safe use of pesticides. Accurate record keeping of training and safety and maintenance checks forms an important part of the process. Similarly, time and effort needs to be spent by teaching and pastoral staff in ensuring that all pupils develop a basic understanding of risk and of the need to stay safe.

ROLE OF THE HEALTH AND SAFETY COMMITTEE

The School's health and safety committee is the main forum within the school for discussing and for monitoring risk assessments, induction and training programmes. Risk assessments are a standing agenda item at those meetings, when Heads of Academic and Support Departments brief the Chairman (Deputy Head Pastoral) on the status of the risk assessments in their own areas of responsibility. 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 to the SLT.

RELATED POLICIES THAT ARE REQUIRED OF SCHOOLS

- [Educational Visits: Model consent Form for Educational Visits](#)
- [Early Years: Risk Assessment for Outings](#)
- [Fire Safety, Procedures and Risk Assessment Policy](#)
- [Security, Access Control, Workplace Safety and Lone Working](#)

POLICY

WHAT IS A RISK ASSESSMENT?

A risk assessment is 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 (e.g. 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 (e.g. 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).

WHY HAVE RISK ASSESSMENTS?

The obvious answer is that risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. But there is logic to this. By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Prestfelde School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

Policies must cover each of the three areas mentioned above. However, risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art

- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Dance
- General Classroom

At Prestfelde school we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science. We provide professional training courses for teachers who work in Science and D&T. All teaching staff receive regular induction and refresher training in risk assessments.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies/Chapels are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Medical Area and the School Nurse/Matron is responsible for ensuring that accident reports are passed to the Bursar and the Pastoral Deputy Head. The School's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency.

Safeguarding

Our Safeguarding and Child Protection policies 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, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas Requiring Risk Assessments (non exhaustive)

- **Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as 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 cover classrooms, laboratories, and other areas in the entire school as appropriate, including boarding houses and the Nursery. Particular emphasis in training is given to minimising the risk of both 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:** risk assessments and training is required for every tool and item of equipment as appropriate, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance 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.
- **Grounds:** risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **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.
- **Site Visitors:** risk assessments are required for the management of visitors on site including their safety and that of all users on the site.

Access by Pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, and the CDT/Art block. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the school.

CONDUCTING A RISK ASSESSMENT

There are several possible techniques. The School has generally used the H/M/L Risk Assessment Method which is clearly set out in template risk assessments. Another model that is currently adapted for governance level risk assessment, is the "Traffic Lights Model" which is set out below:

HAZARD	SEVERITY	LIKELIHOOD	INITIAL RISK RATING	FURTHER ACTIONS	RESIDUAL RISK RATING
1	2	3	4	5	6
List each. Carry out actions 2-6 for each hazard	Rate each 1 - 6 in ascending order of severity	Rate each 1 - 6 in ascending order of likelihood	Multiply severity with likelihood (Col 2 x Col 3)	List measures to reduce severity for each hazard	Adjusted Numerical score (Must be no higher than 11 for EYFS and youngest pupils)
Date:					
Signature:					
Signature of Education Visits Coordinator:					

On completion of the risk assessment, the residual risk score is coloured coded as follows:

Red - scores of 24-36

Amber - scores of 12 -23

Green - scores of 0 -11

Our policy at Prestfelde school is never to carry out any activity which has a red rating(24 or above) after the risk reduction measures have been put into effect. Activities involving our youngest pupils (EYFS children and Years 1 to 2 will only be carried out, if they can be awarded a residual (green) score of 11 or below.

Green activities can be:

- A hazard that is highly likely but is of low residual rating. For example

The likelihood of a coach in a city being stuck in traffic would be rated as 6

The severity of leaving teachers, teaching assistants and children waiting outside in hot sun/wet weather for an unknown period of time would be rated as 2.

The initial risk rating would be 12 (Amber).

But putting all of the following measures in place reduces its severity to 1, leaving a residual risk rating of 6 (Green):

- Teacher in Charge and Driver are in mobile phone contact
- Staffing ratio is 1: 4 (instead of the normal 1: 6) and supplemented further by parent volunteers
- Teacher in Charge has made a reconnaissance visit, and discovered where the party can wait out of the rain/sun
- Bottled water is carried
- All staff carry visit packs, and can phone the school to advise that there will be a delayed return
- All parents' emergency contact details are available to the School Office, who phones them and explains that the coach has been stuck in traffic; but there is nothing to worry about
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand
- A hazard may be fairly likely and have a low residual rating. For example:

The likelihood of a child falling over and grazing a knee on a walk in the countryside would be rated as 4.

The initial severity would be 3.

The initial risk rating would be 12 (Amber)

But putting the following measures into place reduces the severity to 2, leaving a residual risk rating of 8 (Green):

- Teacher in Charge has First Aid kit
- One member of staff is qualified in Paediatric First Aid
- Teacher in Charge has mobile phone
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand
- A hazard may be very unlikely; but have a high severity rating. For example:

The likelihood of a child going missing on an organised school outing headed by a qualified Teacher, who has been trained in leading visits, and was appropriately staffed would initially be rated as 3.

The severity would be 6.

The initial risk rating would be 18 (Amber).

But putting the following measures into place reduces the likelihood to 1, leaving a residual risk rating of 6 (Green):

- All children have been briefed about the purpose of the visit and the expectations of behaviour
- All children understand where they should go if they accidentally become separated from the rest of the group
- Teacher in Charge and other staff and volunteers carry mobile phones
- Staffing ratio is 1: 4 (instead of the normal 1: 6) and supplemented further by parent volunteers
- Teacher in Charge has made a reconnaissance visit, and planned the route inside the location (e.g. museum) in advance
- Children are divided into groups of 4 each supervised by one member of staff, assisted by a volunteer
- All members of staff had held a meeting to discuss the outing and the risk assessment and the Missing Child Policy beforehand
- All members of staff know what to do in an emergency
- All volunteers have been briefed thoroughly on their respective roles.
- All children are wearing school uniform and are readily identifiable
- Head counts are taken on leaving the classroom, on sitting in the coach, on leaving the activity and on returning to the coach. The coach does not leave until everyone is accounted for.

The three examples quoted above are intended to illustrate that everyday risk assessments for school outings are no more than practical tools that are designed to assist teachers who are in charge of an outing. The issues:

- What if the coach is delayed?
- What if a child falls over and injures him/herself?
- What if a child goes missing?

can arise, and need to be anticipated in advance. However, conducting risk assessments on EYFS outings does not require specialist knowledge.

Medium Risk Activities

We undertake a few medium risk activities with older pupils, such as skiing, skating, and swimming in open water; but only using specialist/qualified instructors. Some of the scientific experiments carried out by our older pupils also have a residual amber rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment and to follow instructions.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

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
- Work at high levels
- Work with lead

REVIEW OF RISK ASSESSMENTS

All risk assessments should be regularly reviewed; but the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

At Prestfelde, we maintain a "library" of risk assessments on our staff intranet for staff to refer to and adapt for their own use.

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. Specialist training is given to those whose work requires it. 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, the Bursar and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

ACCIDENT REPORTING

The Bursar is responsible for reporting and recording 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). All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

AUDIT COMPLIANCE STATEMENTS

The School's Governance-level Risk Register is presented by the Bursar to the Governors at each F&GP Committee Meeting to approve as Trustees of the 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
- 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 that are regularly reviewed
 - Financial reserves policy
 - Use of professional advice from lawyers, accountants, architects, etc as needed
 - Formal review of compliance with the school's charitable objectives

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:

EITHER: "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".

OR: "The Directors have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems are in place to manage our exposure to the major risks.

Recommended review period: Annual

Review by: Mrs A Cornell, Bursar

Date reviewed: 25 September 2018