

Risk Assessment Policy

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Statement of intent and scope

The school will meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments.

This policy describes the expected practices for the assessment of all risks relating to the safety and welfare of staff, pupils and others. The policy complies with the Alpha Plus [Group Risk Management Policy and Framework](#) which also covers commercial and strategic risk. All risks are captured at summary level in the school risk register.

The summary risk register, and the effective implementation of this policy, will be reviewed by the governors at least once per year.

NB -Risk assessment relating to the COVID-19 pandemic is covered by a separate Group guideline and individual school policies and risk assessments.

Relevant statutory legislation and guidance

The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing.

Risk assessment is not limited to Health and Safety guidance. Keeping Children Safe in Education is built on the principles of risk management. The Independent School Regulatory Requirements¹ clarify that the welfare of pupils must be safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

¹ISI Commentary on the Regulatory Requirements, September 2020, part 3 paragraph 16

Related policies

- [Alpha Plus Group Health and Safety Policy](#)
- School Health and Safety Plan [Health and Safety Plan \(alphaplusgroup.co.uk\)](#)
- School Child Protection and Safeguarding Policy [Safeguarding policy \(alphaplusgroup.co.uk\)](#)
- [Alpha Plus Group Offsite Visits and Related Activities Policy](#)
- [Alpha Plus Group Whistleblowing Policy](#)

Definitions and terminology

A **hazard** is anything that may cause harm to pupils, staff, and others to whom the school owes a duty of care, and to property or the environment.

A **risk assessment** is a tool for conducting a formal examination of the possible hazards arising from an activity or situation, and to identify action needed to reduce the risk of the hazard occurring, including mitigating any harmful impact if it does occur.

The process includes an assessment of the severity of the outcome (e.g. trauma, injury, loss of life) and an identification of what action needs to be taken to reduce the risks as low as is reasonably practicable. Typically, five questions need to be raised and addressed:

1. What could go wrong?
2. Who or what might be harmed?
3. How likely is it?
4. How serious would it be?
5. What might reasonably prevent it occurring, or reduce its impact if it did occur?

Risk control measures are the actions and procedures that are put in place in order to minimise the probability and the impact of identified risks.

Risk review measures are the procedures whereby risk assessment and control measures are shown to be effective. They include **periodic** reviews (e.g. fixed intervals), and **dynamic** reviews. Dynamic reviews are required whenever:

- there are new, or changes to, activities, circumstances or school premises
- when an accident, incident or near-miss occurs
- where staff responsibilities or procedures change
- where there is change to legislation
- there is change in the environment, e.g. severe weather, an epidemic outbreak

Responsibilities for risk assessments

It is the School's responsibility to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is assigned as follows:

Table 1 – Designation of responsibilities

Person/Body	Responsibility
Governors	Annual review of the school risk register and directory of risk assessments, including a review of evidence of the implementation of this policy
Principal	Overall responsibility for ensuring that a culture of risk assessment exists within the school. This includes: <ul style="list-style-type: none"> • clarity of delegated responsibilities for risk assessments • appropriate resource allocation for risk assessment, including training of those with delegated authority • effective communication to all staff of their role in the process of risk management • effective operation of the Health & Safety Committee with regard to monitoring and review of risk assessments
Health & Safety Committee	<ul style="list-style-type: none"> • advising the Principal on staff training requirements • maintenance of a directory (see Appendices 1 and 2) of routine² risk assessments covering the standard list of H&S risks <i>and</i> all other reasonably foreseeable hazards specific to the school • periodic review, ensuring that risk assessments are kept up-to-date and reviewed periodically • dynamic review where there is a change e.g. in staffing, procedures, legislation, new school activities or facilities, extreme weather...etc. • Recording and reporting accidents, including those reportable under RIDDOR, and updating risk assessments based on any lessons learned.
Health & Safety Manager	<ul style="list-style-type: none"> • risk assessments relating to the access security of the school premises including access by visitors • annual Health and Safety Risk assessment of the site, including classrooms and facilities • identification and recommendation (to the Health & Safety Committee) of any areas on the premises requiring new or updated risk assessment.

² In addition to in-house risk assessments, the H&S committee must ensure that professional risk assessments are conducted for asbestos, legionella, gas, electrical and fires safety, and lifts. These may be coordinated by the Alpha Plus Group estates team, but the committee should check that they are being conducted on a timely basis.

Educational Visits Coordinator (EVC)	Ensuring that risk assessments are completed in accordance with the Alpha Plus Group Offsite Visits and Related Activities policy
Designated Safeguarding Lead (DSL)	<ul style="list-style-type: none"> • active participation in the Health & Safety Committee • ensuring that the school risk directory includes appropriate³ risk assessments relating to pupil welfare, safeguarding and supervision. Examples include where there is consideration of enhanced DBS checks for volunteers, possible suspension of staff, allegations of abuse, pupil convictions or cautions, risks of being drawn into terrorism, pupils previously excluded and pupils with behavioural, social and emotional difficulties.
Heads of Department	<p>Each department is responsible for assessing risks in its own areas and activities.</p> <p>Heads of Departments in Biology, Chemistry and Physics are responsible for experiments and handling of materials and substances in laboratories.</p> <p>Head of Extra Curricular is responsible for sports and activities.</p>
Director of Boarding	Boarding risk assessments relating to all activities within the boarding houses
Individual staff members	<ul style="list-style-type: none"> • taking care of their own safety, and that of pupils, visitors and other staff members • being aware of, and cooperative with, the school's risk management measures including training and instructions • reporting any previously unidentified risks, defects or hazards in the school's operations or environment.

Assessment methodology and format

The Group [risk assessment form](#) should be used to enable a consistent judgement of risk and easy identification of the high priority risks. Both documents are available on the Educational Policy Guidance and Templates section of the [Alpha Plus Portal](#).

³ Risk management in this area is largely covered by having robust policies and procedures which are compliant with the extensive statutory guidance (e.g. *Keeping Children Safe in Education*), and which are effective in practice.

Appendix 1 – Directory of Risk Assessments

Listed below is the summary information for all risk assessments which are currently in place at the school. This list may exclude non-routine school trips and other offsite and related activities, the risk assessments for which should be recorded in accordance with the Group policy using the Evolve system.

Risk Assessment Register - Site		
Risk Assessment Heading	Assessor & Position	Date Last Reviewed
Asbestos Register Orchard - None on site, built after 2019	Jenny Maskell - Site/H&S Safety Manager	Oct 2020 -
COVID RA's	Mike Corbett - Operations Director	17/05/2021
Electrical RA	Jenny Maskell - Site/H&S Safety Manager	21/12/2020
Escorted Contractors	Jenny Maskell - Site/H&S Safety Manager	21/12/2020
Fire Risk Assessment Orchard House	Keith Simmons (external) - Fire Safety 2000	30/09/2021
Fire Risk Assessment Homerton Gardens A&B	Keith Simmons (external) - Fire Safety 2000	30/09/2021
First Aider RA	Jenny Maskell - Site/H&S Safety Manager	21/12/2020
Gardening RA	Jenny Maskell - Site/H&S Safety Manager	21/12/2020
General Caretaking	Jenny Maskell - Site/H&S Safety Manager	21/12/2020
General H&S & Welfare RA	Jenny Maskell - Site/H&S Safety Manager	22/12/2020
General Lab RA	Jenny Maskell - Site/H&S Safety Manager	21/12/2020
Hearing RA General	Jenny Maskell - Site/H&S Safety Manager	22/12/2020
Heat & Temperature RA	Jenny Maskell - Site/H&S Safety Manager	19/12/2021
Internal Lighting (inc Emergency) RA	Jenny Maskell - Site/H&S Safety Manager	05/01/2022
Ladder RA	Jenny Maskell - Site/H&S Safety Manager	17/12/2020
Water RA (every 2 years)	3C (external)	31/01/2020
Lift Homerton Gardens	Jenny Maskell - Site/H&S Safety Manager	16/02/2021
Lift Orchard House	Jenny Maskell - Site/H&S Safety Manager	16/02/2021

Lone Working RA Homerton	Jenny Maskell - Site/H&S Safety Manager	17/12/2020
Lone Working RA Orchard	Jenny Maskell - Site/H&S Safety Manager	16/12/2020
Manual Handling RA	Jenny Maskell - Site/H&S Safety Manager	18/02/2021
Minibus Activities RA	Jenny Maskell - Site/H&S Safety Manager	18/02/2021
Pregnancy RA (private - staff)	Jenny Maskell - Site/H&S Safety Manager	Monthly when applicable
Security RA Homerton	Jenny Maskell - Site/H&S Safety Manager	17/03/2021
Security RA Orchard	Jenny Maskell - Site/H&S Safety Manager	17/03/2021
Slips, Trips & Falls RA	Jenny Maskell - Site/H&S Safety Manager	18/03/2021
Staff RA's (private - staff)	Jenny Maskell - Site/H&S Safety Manager	As applicable to Case
Van Activities RA	Jenny Maskell - Site/H&S Safety Manager	17/03/2021
Waste Rubbish and Disposal RA	Jenny Maskell - Site/H&S Safety Manager	18/03/2021
Waste disposal Orchard House	Jenny Maskell - Site/H&S Safety Manager	18/03/2021
Working at Heights RA	Jenny Maskell - Site/H&S Safety Manager	17/03/2021
Young Person RA	Jenny Maskell - Site/H&S Safety Manager	22/12/20 - Individual completed as required
Risk Assessment Register - Pastoral		
Prevent RA	Carolyn Dunn - Vice Principal, Pastoral	June 2020
Educational Visits RA	Carolyn Dunn - Vice Principal, Pastoral	Individual RAs Uploaded to EVOLVE
Breaktime Playground	Carolyn Dunn - Vice Principal, Pastoral	14/05/2021
Students sharing a Room	Helen Walker - Director of Boarding	14/05/2021
Student arriving at Night	Helen Walker - Director of Boarding	14/05/2021

Students prepping and cooking meals	Helen Walker - Director of Boarding	14/05/2021
Walking between accommodation sites & college	Helen Walker - Director of Boarding	15/07/2020
Students travelling by bus, bike, taxi	Helen Walker - Director of Boarding	15/07/2020
Hotplate Service RA	Helen Walker - Director of Boarding	14/05/2021
COVID Sport RA	Philip White - Head of Extra-Curricular	01/09/2020
General PE & Sports RA	Philip White - Head of Extra-Curricular	01/09/2020
Risk Assessment Register - Academic		
All Academic RA's held on local T:drive under H&S Risk Assessments Academic - Biology/Chemistry/Physics		

Appendix 2 - Non-exhaustive list of typical risk assessments for schools

Pupils and Staff

- Pupil supervision arrangements
- Pupil risk assessments (e.g. behavioural, social, emotional difficulties; convictions and cautions, previously excluded pupils)
- PREVENT risk assessments
- Recruitment
- Use of volunteers
- Staff risk assessments (e.g. clinically vulnerable, suspension, allegations of abuse)
- Internet access risk (control measures for blocking and/or monitoring activity)
- Sports activities
- Drama and music activities (e.g. stage sets and props, damage to hearing)
- Transportation of pupils (e.g. school bus)
- Pupil access to risky areas
- EYFS on-site risk assessments
- EYFS off-site risk assessments
- First aid
- Events

Premises

- Classroom risk assessments (generic)
- Classroom risk assessments (specific)
- Working at height
- Manual handling
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Display screen
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Traffic onsite
- Preventing unauthorised access to high risk areas
- Fire safety
- Gas and electrical safety
- Legionella
- Asbestos
- Safe temperatures (water, heating, environment)

For residential colleges there should be a series of risk assessments covering boarding arrangements.