



KING'S HOUSE SCHOOL

RICHMOND



Member of staff responsible: Operations Manager

Date of policy review: January 2024

Date of next review: January 2025

Approved by Governors: January 2024



INTRODUCTION

The Governors of King's House School are fully committed to promoting the safety and welfare of all in our community, so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner.

This Risk Assessment Policy 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) and Early Years Foundations Stage standards.

Other school policies which are covered by this Risk Assessment Policy are:

- Safeguarding Children
- First Aid and Administration of Medicines
- Safer Recruitment
- Educational Visits (including school trips)
- Pupil Supervision

STATUTORY FRAMEWORK

In order to mitigate risk to welfare, health and safety, King's House School will act in accordance with the following legislation and guidance:

- Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
- Health & Safety Executive, Five steps to risk assessment (<https://www.hse.gov.uk/simple-health-safety/risk>)
- Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014), DfE website.
- "Health and Safety at Work" Section H of the ISBA Model Staff Handbook
- "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- Early Years Foundation Stage: Statutory Framework
- Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)
- Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (www.ncvo-vol.org.uk)
- Home Office guidance on duties under the Counter Terrorism Act 2015 (www.gov.uk/government/publications/prevent-duty-guidance)

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for assessing the level of harm or hazard that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm.
- Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm. If there are no hazards, there are no risks.
- A risk assessment is an assessment of the severity of the harm i.e. The resultant injury or ill health effect.
- Risk control measures are the physical measures and procedures that are put in place in order to minimise the risk.

OBJECTIVES

The School will:

- ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 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.
- ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- ensure that identified control measures are implemented to control risk so far as reasonably practicable.
- ensure that those completing risk assessments are adequately trained.
- ensure that those affected by school activities have received suitable information on what to do.
- ensure that the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- identify those in the school responsible for conducting risk assessment and monitoring its implementation.

RESPONSIBILITY FOR RISK ASSESSMENT

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge that enable them to make sound judgements. Guidance on how to complete the risk assessment form is included on the School's risk assessment form itself and a copy of the government's guidance is attached in the risk assessment folder on the schools Central Resource Library (CRL).



The Head and Governors are responsible for the overarching risk management policy of the School. The overall strategy will be formally reviewed on an annual basis. The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided. The Heads of Department have delegated responsibility for signing off the risk assessments relating to their areas.

A list of areas (non-exhaustive) which require risk assessments including health and safety, matters related to pupil welfare, recruitment-related issues, matters related to safeguarding and lessons is set out in Appendix A.

When completed, risk assessments should be uploaded to the Every system.

CARRYING OUT THE RISK ASSESSMENT

The risk assessment process will consist of five stages:

1. What could go wrong?
2. Who might be harmed and how?
3. How likely is it to go wrong and how serious would it be if it did?
4. What are you going to do to stop it?
5. How are you going to check that your plans are working?

The School Risk Assessment form should be used to document the assessment.

Step 1 – What could go wrong?

Look for hazards by walking around the location, visiting the venue, travelling the route. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of colleagues as they may have noticed things that are not immediately obvious.

Step 2 – Identify who may be harmed and how

List the groups of people and individuals who may be affected by the hazards - staff, pupils, parents, members of the public, etc. Pay particular attention to vulnerable people, e.g. young children.

Step 3 – How likely is it to go wrong and how serious would it be if it did?

Evaluate the risk arising from each hazard and consider the likelihood that it may go wrong and/or cause harm.



When deciding how serious it would, consider:

- the likely severity of the harm if it went wrong.
- the number of people who could be affected.

The formula used to calculate the risk is: Likelihood x Seriousness = Risk

Step 4 - What are you going to do to stop it?

Decide whether any precautions that are already in place are adequate or if more should be done.

Where additional controls or further action are necessary to reduce the risk, consider:

- avoiding the risk completely
- replacing the dangerous elements with none or less dangerous
- giving priority to measures which protect the greatest number of people

Even after all precautions have been taken some risk may remain. Ensure the precautions are sensible and achievable and reduce the risk as far as is reasonably practicable. Ensure all those involved in the activity are given appropriate instructions.

Step 5 – Monitor and Review the risk assessment

It is important that the control measures are monitored and that records are kept. A review of the assessments should be made:

- When there are changes to the activity.
- After a near miss or accident.
- When there are changes to the type (e.g. ages) of people involved in the activity.
- When there are changes in good practice.
- When there are legislative changes.

Following the review, additional control measures should be implemented if required.

Even if there are no significant changes since the original risk assessment, it should be reviewed annually to confirm that it is still relevant and valid.

SCHOOL TRIPS RISK ASSESSMENT

Any school trip offsite will have a designated teacher appointed to lead the trip. It is the responsibility of this designated lead teacher to complete a school trip risk assessment and pass this on for review to: the Head of Pastoral Care for SD trips; the Head of the JD for JD trips; or



the Head of Nursery for Nursery trips. This procedure is for all trips (residential, local and overseas).

APPENDIX A - AREAS REQUIRING RISK ASSESSMENT (NON-EXHAUSTIVE)

- **Health and Safety**

- premises and equipment
- catering and cleaning
- caretaking and security
- legionella
- asbestos
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies
- public rights of way

- **Pupil Safeguarding and Welfare**

- return to school after injury/illness
- medical needs
- supervision
- specific individuals on school trips
- Prevent, bullying, peer abuse, allegations

- **Recruitment-related issues**

- Late DBS checks and supervision of staff

- **Education/Lessons**

- science experiments
- design & technology
- food technology
- sport and PE activity
- art
- music
- drama
- general classroom
- school trips



APPENDIX B - SAMPLE FORM – HEALTH & SAFETY RISK ASSESSMENT

Risk Assessment:

Location:

Persons Exposed: Staff (Yes / No)

Pupils (Yes / No)

Contractors/others (Yes / No)

Hazards and Consequences	Risk Rating			Control Measures to Reduce Risk	Residual Risk		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
Date:				Revision date:		Prepared by:	

Likelihood	Severity		
	Medium	High	High
	Low	Medium	High
	Low	Low	Medium

Key:

Red: Do not proceed – risk must be reduced to a lower level

Amber: Proceed only if specific controls will not allow the risk to increase

Green: Risk controlled effectively. Proceed with operation and monitor for changes



GUIDANCE FOR COMPLETING RISK ASSESSMENT FORM

Process/Activity: The specific item/issue being assessed.

Hazards Identified: A brief description of how the process/activity may cause harm eg. Fall of object, material or person from height; operation or use of equipment or machinery; contact with electricity.

Persons at Risk: Pupils; Staff; Visitors; Contractors. Consider new pupils / staff and people who may not be present all the time.

Existing Controls: Explain the existing arrangements in place to reduce the likelihood of harm or to make any harm less serious.

Are Existing Controls Adequate?

Yes: Existing controls will be considered adequate should everything reasonable and appropriate have been done to protect persons “at risk”.

No: If the answer is no, and everything reasonable and appropriate has not been done, then the actions necessary to achieve them should be included in the “Action Plan”.

Action Plan: Remember to prioritise and deal with the hazards that are high risk and have serious consequences first.



RISK ASSESSMENT ACTION PLAN

Process / Activity:	Action Plan Completed By:	Date of Plan:
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Action Required	By Whom	Planned Completion Date	Date Completed