



St. Francis' College Risk Assessment Policy

Introduction

The 'College' refers to all the staff and pupils of the Prep department and Senior School which includes Early Years Foundation stage (EYFS), Pre-prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

Scope

This 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) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage. Risk management and assessment supports our Child Protection and Safeguarding policies.

Objectives

The objectives of this policy are

- To ensure that 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.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by College activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the College responsible for conducting risk assessment and monitoring its implementation.

Guidance

The Headmistress and Governors will be responsible for the overarching risk management policy of the College. The overall strategy will be formally reviewed on an annual basis. The responsibilities of Governors and/or senior managers may be delegated.

The College has identified the following key risk areas, which exist for guidance and are not exhaustive:

- Pupil supervision (including safeguarding and welfare requirements). This includes implementation of the College's designated safeguarding lead ("DSL") but also covers a range of responsibilities outside safeguarding
- College trips
- Management of visitors on College premises
- Fire and emergencies
- Traffic and pedestrian interaction on site
- Management of hazardous substances
- Use of hazardous equipment e.g. in IT, Art etc.
- The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the College who work with pupils on another site.

Risk areas which are not directly related to health and safety, include, but are not limited to

- Financial
- Recruitment procedures including governing body oversight
- Reputational
- Terrorism, including the prevention of fundamentalism and extremism
- Pupil self-harming
- Security, specifically in boarding or EYFS areas, as appropriate

The Bursar will be responsible for the implementation of the risk assessment policy. The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

Responsibility for ensuring Risk Assessments are completed lies with Heads of Department. The Risk Assessment can be undertaken by any suitable member of staff.

Risk Assessments should be completed when a new activity is introduced or when the activity, location, physical environment or methodology materially change. Risk Assessments will be held in the relevant department and by the Bursary, where a control file of Risk Assessments will be maintained.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar or Head of Department.

A template risk assessment form is provided in addition to this guidance. The aim of the Risk Assessment process is to assess, inform and manage risk. To support this, this template is for guidance and is not prescriptive. The College adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

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).

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 are you going to do to stop it
- How are you going to check that your plans are working

Risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. However, there is a more fundamental reason; 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.

The Bursar's PA will be responsible for the maintenance of the central register of risk assessment records. This policy is reviewed by the Health and Safety Committee and, where appropriate, as part of the Governors cycle of policy reviews.

Risk assessments will be reviewed:

- When there are changes to the activity
- 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

A current list of areas (non-exhaustive) which require risk assessments is kept within the Bursary.

This policy is to be read alongside the following College policies

- Health and Safety Policy and Procedures
- Child Protection and Safeguarding Policy

Reviewed By	B Goulding / C Eames
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