



## **RISK ASSESSMENT POLICY**

### **1. Aim**

- 1.1 **The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout St.Hugh's. This policy has particular regard for ensuring the welfare of pupils at the school are safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified.**
- 1.2 **This Policy covers all areas of the school's provision, including boarding and EYFS**

### **2. Responsible Person(s)**

- 2.1 The Board of Governors through the Head Teacher
- 2.2 The primary function of the Headmaster is to carry out General Risk Assessments as required under the current Management of Health and Safety at Work Regulations and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
- 2.3 In addition, the Headmaster has a responsibility to carry out, or arrange to be carried out, by a competent person or organisation, any risk assessments as identified and required by any specific sets of regulations that may apply. It will also be the responsibility of the above named person to determine the level of competency required to carry out these specific risk assessments and to ensure that the requirements of both the specifically applicable regulations and those of the Management of Health and Safety at Work Regulations are met.
- 2.4 The Headmaster can delegate specific tasks to other staff members, where agreed and accepted and is responsible for ensuring that such delegation is appropriate and clearly indicated on the Health and Safety Organisational Chart.

### **3. The Policy**

- 3.1 To ensure that there is a system by which hazards that have the potential to cause harm to any individuals are identified and that appropriate controls and precautions are put into place in order to reduce the risk of harm to as low a level as reasonably practicable.

- 3.2 To inform all those who may be exposed to such hazards the findings of the relevant risk assessment and to clearly instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm as far as reasonably practicable.
- 3.3 To use only competent persons to carry out risk assessments.
- 3.4 To call upon and utilise the knowledge and experience of all teaching staff and others when and where considered appropriate in assisting in identifying hazards and developing the corrective actions, controls and precautions necessary.
- 3.5 To promote the understanding of risk and 'risk taking' to all students and pupils under our control.

#### **4. The Arrangements**

- 4.1 The following arrangements and activities are in place in order to meet the above policy requirements:
  - a. A risk assessment system that enables the user to apply a consistent interpretation of the level of risk applicable.
  - b. Provision of specialised equipment and materials required to enable any internally appointed assessor to carry out a risk assessment in a suitable and sufficient manner
  - c. An appropriately located shared drive that contains a copy of any current and applicable risk assessments carried out on behalf of the organisation. This drive is available for any member of staff to access and consult at any time.
  - d. A system by which any identified actions and controls required to be put into place as a result of risk assessment findings are implemented in a timely manner appropriate to the level of risk identified.
  - e. Risk Assessments for school trips and outings are to be completed by members of staff and passed to the Headmaster. Particular attention should be paid to areas of key risk, such as school trips. Visits to the boarding house will be regulated by a 'visitor policy', this means that unsupervised access to the boarding accommodation is not allowed and deliveries, maintenance visits should be supervised at all times.

#### **5. The Responsibilities**

- 5.1 All staff have the following responsibilities:
  - a. To familiarise themselves with the contents and findings of any risk assessment that is applicable to them.
  - b. To follow the controls and precautions identified as a result of any risk assessment that is applicable to them and to ensure that those for whom they are responsible are also made aware of these controls and precautions.
  - c. To report back any changes or suggested changes deemed necessary for any risk assessment in order to update that assessment and ensure its accuracy and applicability.

- d. To not carry out any tasks or operations that are not covered either by a generic risk assessment or a risk assessment specific to that task or operation. If in any doubt, the responsible person named at the head of this policy, or their delegated representative, should be contacted beforehand.

## **6. Training**

6.1 The following training will be undertaken by the organisation:

- a. All staff will be trained in the basics of risk assessment either through the organisation's own internal training system or by arrangement through an external competent organisation.

## **7. Areas**

7.1 Risk assessments should encompass the whole range of their activities affecting pupils. This includes:

- a. Premises and equipment
- b. Fire
- c. Curriculum
- d. Covid
- e. Pupil Welfare
- f. Staffing

7.2 Where appropriate, risk assessments should be stored in the relevant Google Drive.

**Procedural Flow Chart: Risk Assessments**

**Determine the Task, Activity or Operation that requires Risk Assessing**

**Determine who might be the best persons to carry out the Risk Assessment**

**Notify and/or assemble the Team**

**What Legislation applies?**

**Gather as much relevant information as practicable on any specifically related subject**

**What Guidance is available?**

MHSWR will always apply.  
Consider also:  
MHOR  
COSHH  
DSER  
PPER  
NAW  
CAW  
DSEAR

**Identify the Hazards**

**Check official sources**

**Record all findings as you proceed**

**Use applicable Risk Assessment Form**

**Decide who might be harmed**

**Use Risk Assessment System**

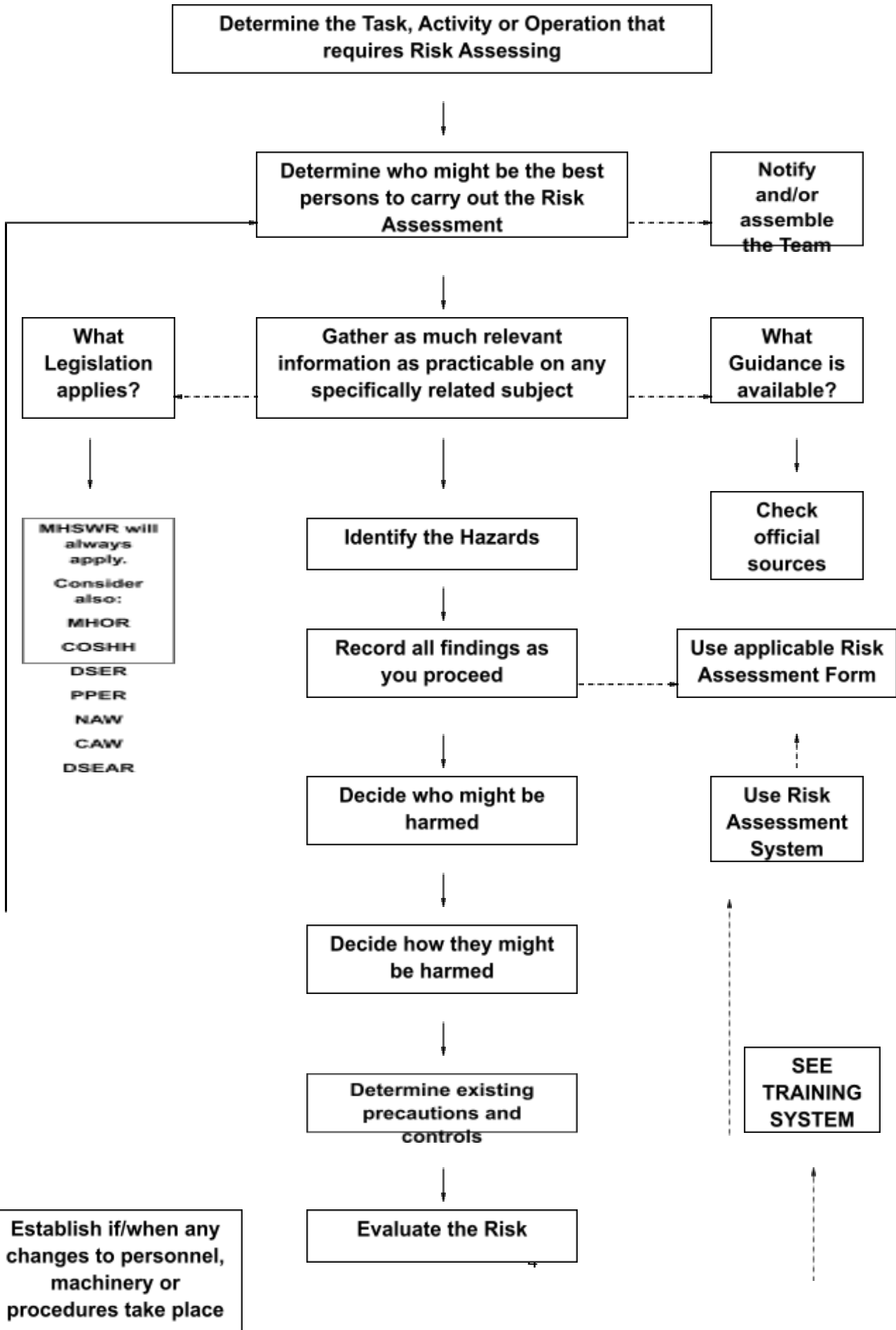
**Decide how they might be harmed**

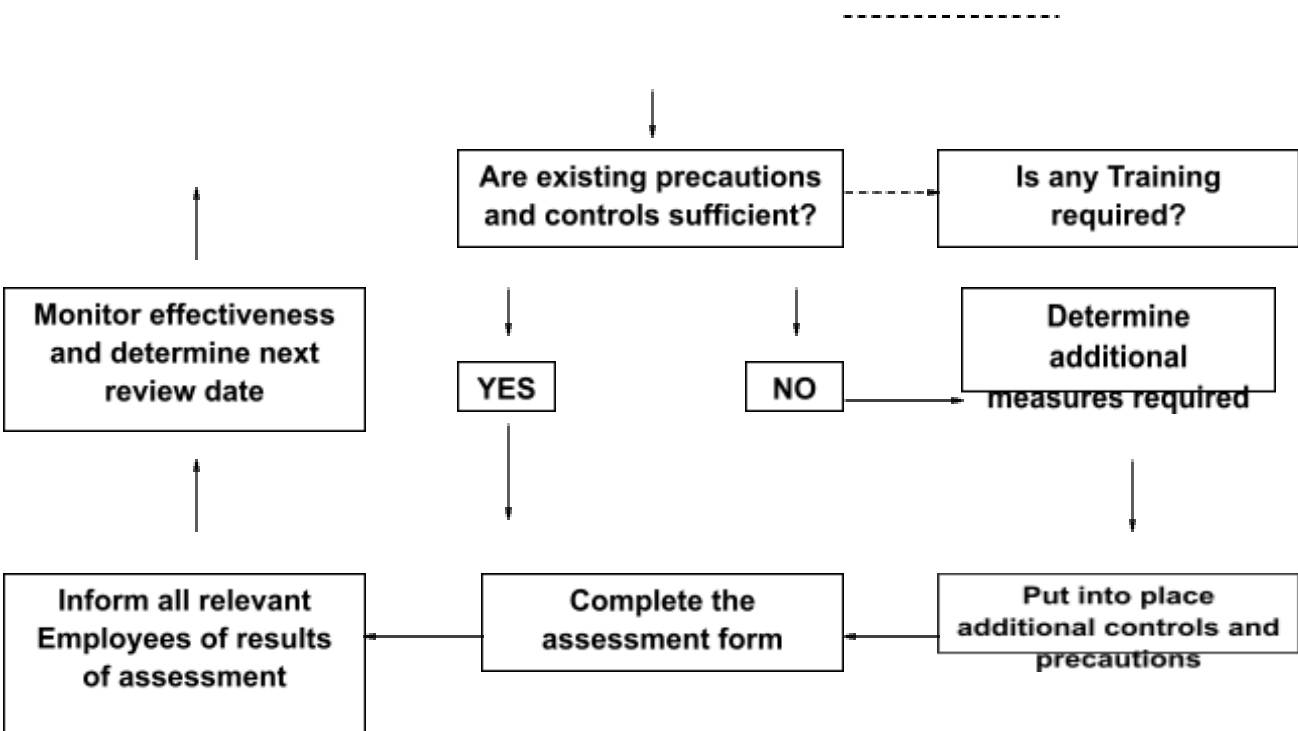
**Determine existing precautions and controls**

**SEE TRAINING SYSTEM**

**Evaluate the Risk**

**Establish if/when any changes to personnel, machinery or procedures take place**





This Policy should be read in conjunction with the following policies:

- b. Safeguarding Policy
- c. Health & Safety Policy
- d. Boarding Policy
- e. Educational Visits Policy
- f. Supervision of Children Policy
- g. EYFS Supervision Policy
- h. Critical Incident Policy
- i. Staff recruitment Policy
- j. Risk assessment policy for pupil welfare

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### RISK ASSESSMENT

A copy of this must be distributed to all adults participating in the activity and a signed copy given to the School Office. (See also Notes for completion at end of document)

LOCATION/DEPARTMENT:		Date of Assessment:	
		000	
RESPONSIBLE ADULT:		Deputy, if appropriate	
DESCRIPTION OF :			

Number and type of People at Risk							
General				Specific - Vulnerability			
1. St Hugh's pupils	0	4. Parents	0	7. New & Expectant Mothers	0	9. Temporary/Volunteer Workers	0

2. St Hugh's staff	0	5. Other members of the public	0	8. Disabled People	0	16. Vulnerable Visitors	0
3. Visiting pupils	0	6. Neighbours	0				
Others (specify type and numbers):							

Risk Assessment Circulation list	
S t a f f - s p e c i f y	
M a n a g	

e m e n t - s p e c i f y	
O t h e r - s p e c i f y	



Signature of responsible person:	Date:
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Assessor name (Head or delegated person):	Signature:	Date Assessed:
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Risk no.	Hazard; description of Risk	Initial Risk rating* (H/M/L)	Control measures in place/Action to be taken to minimize risk/ Children and adults to be instructed to/in the following:	Person responsible	Residual risk rating** (H/M/L)

Continue on separate sheet, as required

Initial Assessment of Overall Risk (H/M/L)		<b>Assessment of Overall Residual Risk (H/M/L)</b>	<b>L</b>
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***NOTES FOR COMPLETION***

This document is a template. To tailor it for your particular activity/location/process:

1. Complete all the parts of page 1
2. Review all the generic hazards and risks already printed on the document to ensure they are relevant. Remove any which are not relevant.
3. Of those remaining, complete the Initial Risk rating using the classification below
4. Review the Control Measures to ensure they are correct and add any additional controls relevant to your particular trip
5. Calculate the Residual Risk Rating, i.e. the risk rating once the control measures have been implemented
6. Identify any hazards and risks specific to this activity and complete the boxes for each one
7. Calculate the Overall Risk Ratings
8. Pass to Headmaster or Bursar for signature, filing and distribution

***RISK ASSESSMENT PROCESS***

\* RISK RATING = HAZARD + SEVERITY x LIKELIHOOD

Rating	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
MEDIUM	Injury or illness causing short term disability	Reasonably likely to occur
LOW	Other injury or illness	Unlikely to occur

\*\* Residual Risk is rating of the amount of risk remaining after the control measures have been implemented.