



The Blue Coat School

# **RISK ASSESSMENT POLICY**

This Policy was devised by the Senior Leadership Team (SLT) in consultation with colleagues in the school.

Date of next review: Lent 2022

## **The Blue Coat School Birmingham Limited**

### **RISK ASSESSMENT POLICY**

#### **1. INTRODUCTION**

##### **1.1**

Risk assessments are required for matters where there is a likelihood of hazard being caused.

##### **1.2**

This Policy has been devised in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) (the **ISSRs**) and in particular, in relation to Part 3: Welfare, health and safety of pupils which states that the Governors must ensure that:

- a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- b) appropriate action is taken to reduce the risks that are identified.

##### **1.3**

This Policy applies to all children in the school including those in the Early Years Foundation Stage (Nursery and Reception).

##### **1.4**

The additional risks due to the COVID-19 pandemic are set out in the COVID-19 Policy and the associated comprehensive Risk Assessment. An Action Log is also maintained to record additional actions to mitigate against the risks identified.

#### **2. RESPONSIBILITIES**

##### **2.1**

The Governors are ultimately responsible for the overarching risk management policy of the school. In practice, day to day responsibility for ensuring risk management best practice is delegated to the Bursar who liaises closely with the Headmaster. The Bursar seeks advice when required for risks associated with specialist aspects such as fire safety, asbestos management, water quality and hazardous substances.

##### **2.2**

All staff are responsible for:

- cooperating with the Headmaster and other members of the SLT in order to enable the Governors to comply with their health and safety duties;
- taking reasonable care of their own safety, together with that of pupils and visitors;
- reporting any risks or defects to the Bursar as soon as practicably possible;
- ensuring that they read and comply with the relevant Risk Assessments; and
- assisting with the preparation of Risk Assessments for activities or events, lessons or aspects of school life where required.

##### **2.3**

The Head of Prep has been trained as an Educational Visits Co-Ordinator to oversee the Risk Assessments for trips, outings and off-site visits.

#### **3. OBJECTIVES**

##### **3.1**

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 reducing the potential for harm and promoting children's welfare so that those responsible for mitigating these risks are informed.

- Ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips and that those responsible for these activities or aspects are informed.
- Ensure that the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- Identify those in the school responsible for conducting risk assessments and monitoring implementation.

## 4. WHAT IS A RISK ASSESSMENT?

### 4.1

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 and the estimated severity.
- A **risk assessment** is the resulting assessment of the probability and severity of the outcome (eg 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 (eg staff training, clear working procedures, preliminary visits, warning signs, barriers and insurance).

### 4.2

The following six steps must be considered when devising a Risk Assessment:

1. What could go wrong?
2. Who might be harmed?
3. How likely is it to go wrong?
4. How serious would it be if it did?
5. What is going to be done to stop it?
6. How checks that plans are working are to be made?

### 4.3

Proforma templates for Risk Assessments are available from the School's Intranet or the Estates and Compliance Manager. The Bursar, the Estates and Compliance Manager or members of SLT will provide advice on the completion of a Risk Assessment to staff as required.

## 5. IDENTIFYING, MANAGING AND REVIEWING RISKS

### 5.1

There are numerous activities carried out in the school, each of which requires its own separate risk assessment including:

- Safeguarding concerns (including Prevent, bullying, peer-on-peer abuse, allegations)
- Pupils' welfare (including medical needs, welfare requirements, safety and supervision)
- Health and safety (including premises, equipment and management of hazardous substances)
- Risky areas or activities such as the Swimming Pool, Forest School, garden, specialist teaching spaces and sport
- Fire safety and emergency evacuation procedures
- Educational visits and trips (including safeguarding risks from staff or from members of the public)
- Recruitment related issues (e.g. late DBS checks)
- Management of visitors on school premises including Visiting Speakers

### 5.2

Risks are managed through formal risk assessments which are written by the relevant staff member using the principles set out in Section 3 and approved by a member of SLT. All staff are required to read and follow the risk assessments when engaged in activities or using the resources.

### **5.3**

Risk Assessments are reviewed at least annually and devised or reviewed:

- When a new risk is identified
- 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.

### **5.4**

Risk Assessments for events such as theatre trips or outings are reviewed and approved in advance by SLT. Risk Assessments are a standing agenda item for all SLT meetings. Any lessons learnt from events are incorporated into future Risk Assessments.

### **5.5**

The Headmaster and Bursar also conduct Risk Assessment compliance spot checks. Any issues identified are addressed and, where relevant, are reported to the Governors' Safeguarding, Health and Safety Committee meeting.

### **5.6**

A sample of Risk Assessments is presented to the Governors' Safeguarding, Health and Safety Committee for review and discussion during the year. This sample includes Risk Assessments for the EYFS.

## **6. RECORD KEEPING**

### **6.1**

Risk Assessments are maintained electronically by the Estates and Compliance Manager on the school intranet for all staff to access and refer to. Classroom risk assessment and specialist teaching room Risk Assessments are displayed in the relevant rooms.

### **6.2**

The Estates and Compliance Manager is responsible for ensuring that all Risk Assessments are reviewed as required and for reporting on compliance to the Bursar, Headmaster, SLT and Governors.

## **7. SCHOOL TRIPS AND OTHER EVENTS**

### **7.1**

Procedures for completing Risk Assessments for school trips, outings and off-site visits are set out in detail in the Policies for Trips, Outings and Off-Site Visits. Risk Assessments for overseas trips are presented to the Governors' Safeguarding, Health and Safety Committee for review, discussion and approval and an evaluation of the trip is also presented to this Committee after the event so that lessons learnt can be incorporated into future practice.

### **7.2**

Risk Assessments for events which are open to the public such as those organised by the Association of Friends are also presented to the Governors' Safeguarding, Health and Safety Committee for review, discussion and approval and an evaluation of these events is also presented to this Committee after the events so that lessons learnt can be incorporated into future practice.

### **7.3**

SLT routinely discuss other events where it is deemed that there is a significant risk and they approve the Risk Assessment.

## **8. EARLY YEARS FOUNDATION STAGE (EYFS)**

### **8.1**

All staff in the EYFS are made aware of the Risk Assessments pertaining to this area of the School and they are required to read and follow these. In addition, inspections of the outdoor environment and resources are

completed by the Estate Team on a weekly basis and any identified issues are addressed. Records of these checks are kept by the Estates and Compliance Manager. EYFS staff also conduct visual checks of the indoor and outdoor areas and resources prior to using them and take appropriate actions to manage the risk, reporting any issues to the Estate Team as required.

## **8.2**

Details about the management of risk on outings for children in the EYFS are set out in the Pre-Prep Trips, Outings and Off-site Visits Policy. This also sets out the requirements for adult:child ratios.

## **9. MONITORING AND REVIEW**

### **9.1**

This Policy should be read in conjunction with other related whole school documents and policies including the Safeguarding and Child Protection Policy, Prevent Duty Risk Assessment, Recruitment Policy, Health and Safety Policy, Policies for Trips, Outings and Off-Site Visits, Fire Safety Policy, Emergency Evacuation (Personal Emergency Evacuation Plans) Policy and the Policy for Visiting Speakers.

### **9.2**

This Policy will be reviewed and presented to the Governors' Safeguarding, Health and Safety Committee for approval annually. The minutes of this meeting will be presented to the Governors.