



## Risk Assessment Policy

<b>Name of Policy</b>	Risk Assessment Policy
<b>ISSR</b>	Part 3: Welfare, Health and Safety of Pupils and other Legislation
<b>Reviewed by</b>	Alleyne's Governing Board
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<b>Date of school review</b>	August 2023
<b>Date of next school review</b>	August 2024

**This policy applies to both the Junior and Senior Schools.**

This policy document references and should be read in conjunction with the School's **Health and Safety Policy** and **Educational Visits Policy**.

## Policy Overview

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The School is required to assess the risks to the health and safety of pupils, students, staff, and any others who may be affected by the activities performed. Carrying out these written assessments help to identify all the protective and preventive measures that must be taken to comply with the Regulations. Of fundamental importance is that the purpose of Risk Assessment (whether of things, places, activities, or practices) is to help ensure that pupils and students may flourish in their time at Alleyne's.

The Health and Safety Policy details the aspects, areas, and departments of the School for which Risk Assessments must be maintained, and those responsible for them.

Overall, it is the responsibility of the Health and Safety Officer (the Chief Operating Officer) with support from the Operations Manager to ensure that risk assessments are carried out in accordance with this policy. It is the responsibility of Heads of Department to ensure that risk assessments are in place for their area or department and that staff are consulted in their development. The assessments themselves may be completed by department staff but must always be signed and approved by the Head of Department.

## Types of Risk Assessment

There are four main types of risk assessment:

1. **Baseline Risk Assessments** - these enable the school to have an overview of all the hazards and risks in the school so they can be ranked in risk order (in a Baseline Risk Register). This enables the more significant risks to be identified so that resources can be targeted at monitoring and controlling them.
2. **Risk assessments required by specific legislation** - such as the Fire Safety Order, the Control of Substances Hazardous to Health Regulations, or the Work at Heights Regulations.
3. **Area/activity risk assessments** - such as classrooms, laboratories, extra-curricular activities, plant rooms, workshops or offices and sports activities, educational visits, and drama productions.
4. **Individual (personal) risk assessments** - triggered by a specific event such as a member of staff announcing she is pregnant, or if an individual pupil or member of staff has special needs relating to H&S e.g., as a result of a disability or illness.

Staff members are responsible for completing and regularly reviewing the risk assessments for all the areas and activities they are responsible for. The Chief Operating Officer (supported by the Operations Manager) is overall responsible for Baseline Risk Assessments and Risk Assessments required by specific legislation. Area and activity risk assessments are the responsibility of the individual running that area/activity.

It is good practice for all the relevant staff to be involved with completing and reviewing the risk assessments as they will have useful information about how the tasks or activities happen in practice, what can (and sometimes does) go wrong.

## Process

The School ensures that risk assessments are carried out at least annually, and the Health and Safety Policy makes clear who is responsible for which risk assessments. This process is initiated via the Health and Safety Committee and completed assessments are checked by the following individuals:

Type of Assessment	Completed By	Reviewed By
Baseline Risk Assessment	Chief Operating Officer	Governors
Risk Assessments based on Specific Legislation	Estates Bursar	Operations Manager
	Operations Manager	Chief Operating Officer
	Premises Manager	Operations Manager
	External Auditors	Chief Operating Officer
Area/activity Assessments	Heads of Department	Operations Manager
	Trip Leaders	Educational Visits Coordinator
	Event Organisers	Operations Manager
Individual (Personal) Assessments	Human Resources	Appropriate SLT Line Manager
	Deputy Head (Personnel & Administration)	Head
	Chief Operating Officer	Head
	Chief Financial Officer	Head
	Operations Manager	Head

The process for completing assessments is as follows:

1. Individual responsible for the assessment completes the School's Risk Assessment template, paying attention to the Health & Safety Executive's 5 stage approach to Risk Assessment:
  - a. Step 1 – Identify the hazards.
  - b. Step 2 – Identify who might be harmed and degree of severity along with likelihood.
  - c. Step 3 – Evaluate the risks and decide on precautions.
  - d. Step 4 – Record and implement findings.
  - e. Step 5 – Review assessment and update if necessary.
2. For avoidance of doubt, any hazard which has a risk rating equal to or greater than 9 must have mitigating actions to reduce the risk rating further. Where this is not possible, this should be highlighted to the Operations Manager, who will in turn inform the COO if required. Governors will be consulted for matters relating to the business risk register.
3. Once the assessment is completed, it should be shared with the reviewer for checking.
4. Once the reviewer is happy, the assessment should be shared with the appropriate staff whom the risks are relevant to via the School's document management software 'Every'.
5. The date of acceptance by all parties is recorded on the risk register by the Operations Manager.
6. Documentation and proof of signature/acceptance is kept on 'Every'.

## Review

Risk assessments should be reviewed and revised:

- Annually, in Advent term.
- When there is reason to suspect the assessment is no longer valid, this may become apparent through accidents and near misses, safety complaints, ill-health trends, or the School may become aware of relevant legislative change.
- When there has been a significant alteration in the matters to which the assessment relates, such as the introduction of new equipment, premises, changes in personnel, new curricular requirements, or practices.

## Storage & Recording of Risk Assessment

All risk assessments, regardless of department are all stored centrally. Assessments are viewable by all in PDF format, and word format for those with responsibility for editing. Signed and completed risk assessments are stored on the School's document management software for Health & Safety; 'Every'.

All risk assessments are recorded on the Schools Risk Register. This register details all the risk assessments required across the School, who is responsible for them, and their last date of update. The register is administered by the Operations Manager.

## Guidelines for Written Risk Assessment

Definitions:

- **HAZARD** – Something with the potential to cause harm.
- **RISK** – The likelihood of harm being realised and its severity.
- **RISK RATING** – Likelihood x Severity.

1. Identify and record an activity, process or operation using the Alleyn's Risk Assessment Template where there is potential for injury or damage.
2. Identify the hazards within the activity, e.g., using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.
3. Describe why this might be a risk e.g., lack of knowledge, new individual to building, age of user etc.
4. Define who is at risk e.g., students, visitors etc.
5. Describe what control measures are already in place to manage that risk.
6. Assess the severity of the risk on a scale of 1-5 using the descriptors within the template.
7. Assess the likelihood of the risk on a scale of 1-5 using the descriptors within the template.
8. Multiply severity by the likelihood to provide a risk rating.
9. For any risk rating over 9, record additional control measures which may be required to reduce the risk rating to acceptable levels. Recording the residual risk rating in the same column.

Certain types of activity may require several layers of RA under the 'sponsorship' of one activity. Educational Visits are a good example of this; please see the Educational Visits Policy.

## Training

- All relevant staff receive Health and Safety and assessment of risk training as part of their induction when they join the school.
- All practical teaching departments are required to review and update their RAs annually in autumn. This process is actively promoted and supported by the Operations Manager and creates an interaction which encourages the continual evaluation of the RA, an important aspect of risk assessment.
- Each departmental risk assessment review involves all members of the department, led by the Head of Department. One of the duties of the HoD is to consider any additional training needs within the department; the Operations Manager – himself trained in risk assessment – receives and reviews each renewed set of departmental RAs. He then feeds back to the HoD with suggestions of training or questions related to department needs. The aim of this is to systematically help support skills within the departments.
- Staff identified as requiring further training are able to access this as necessary through arrangements made by the Operations Manager using qualified trainers in several areas including first aid, manual handling, working at heights etc.

## Non-Typical Circumstances

The policy notes above explain the RA process in times of 'normal' operation of the School. However, the Coronavirus pandemic highlighted the need for alternative RA procedures under circumstances where normal operation is not possible.

The School will adapt its risk assessment policy where necessary and linked to the ways in which the School is able to function i.e., through remote teaching as a result of possible closure of the School.

School-wide RAs will be conducted following DfE guidance and led by members of SMT. The Head will be responsible for internal approvals and acquiring Governing Board sign-off prior to re-opening following a close-down.

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**ENDS**