

Policy A 10 Risk Assessment Policy to support Child Protection and Safeguarding**1.0 Introduction**

1.1 This policy is designed to ensure that the School meets the requirements of the National Minimum Standard 6.3 and the Education (Independent School Standards) Regulations 2014 which require that the School ensures that 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 appropriate action is taken to reduce risks that are identified.

1.2 Further, the Charity Commission's Statement of Recommended Practice requires the Board of Governors in their capacity as Trustees of the Charity to include a statement in their Annual Report that the major risks, to which the School is exposed, as identified by the Trustees, have been reviewed and systems or procedures have been established to manage those risks.

1.3 This risk management policy forms part of the School's internal control and corporate governance system and is intended to ensure that the Governors can provide that statement with confidence.

1.4 The purpose of this policy is:

- To explain the School's approach to risk management
- To detail the roles of the Board of Governors (the Governors), the Business Committee, the Senior Leadership Team (SLT) and other staff
- To outline key aspects of the risk management process and identify the main reporting procedures.
- To ensure risks facing the School are identified and recorded
- To provide assurance to the Governors that risks are being adequately controlled or to identify areas for improvement

2.0 Approach to Risk Management

2.1 The School's approach to risk management and internal control may be summarised as follows:

- The Governors have oversight of risk management within the School as a whole
- The management of risk is a whole School responsibility
- All parties involved in the process will adopt an open and receptive approach to solving risk problems
- SLT prepares policies for Governors' approval and implements such policies as are approved by the Governors
- Each member of SLT is responsible for fostering good risk management practice throughout the School and particularly within their area of responsibility.

3.0 Responsibilities

3.1 The Governors will:

- Ensure the integration of risk management into the culture of the School,
- Take major decisions affecting the School's risk profile or exposure, determining what types of risk are acceptable and which are not,
- Monitor the management of significant risks to reduce the likelihood of unwelcome surprises,
- Satisfy itself that less significant risks are being actively managed, with the appropriate controls in place which are working effectively,
- Annually review the School's approach to risk management, consider how effectively or otherwise controls have been implemented, approve changes to this policy and review the Risk Register as at the date of that review,
- Delegate to the Business Committee the responsibility to review the School's Risk Register each term and to provide the Governors' response to residual risk that the Business Committee does not consider it necessary to refer to the full Board.

3.2 The Business Committee on behalf of the Board will:

- Review and evaluate the key risks identified by SLT and have the review of the School's Risk Register as a standing item at each of its meetings,
- Provide the Governors' response to residual risk that it is not felt necessary to refer to the full Board,
- Monitor the work of internal and external audit in respect of risk, and provide the Board with reports termly on that work,
- Report annually to the Governors on the School's systems of internal control and risk management.

3.3 SLT will:

- Identify and evaluate the key risk areas faced by the School for consideration by the Business Committee, and from that prepare and maintain the School's Risk Register reviewing it on a termly basis,
- Develop and implement policies on risk management and internal control and record them on the register, ensuring that they are available to and known by all staff
- Provide adequate information in a timely manner to the Business Committee on the status of risks and controls
- Carry out an annual review of effectiveness of the systems of internal control of risk and provide a report to the Business Committee and from that to the Main Board.

4.0 The Risk Register

- 4.1 Identification and assessment of risk identification will be approached in a methodical way to ensure that all significant sources of risk have been identified and the consequent risks have been identified in the Risk Register. The School uses a process by which it considers the gross and net risk to the School from any identified hazard; the initial risk being calculated by regard to what the impact of that risk would be and how likely it is to happen, assuming no preventative measures are in place, and the residual risk being calculated with regard to the significance of the impact of that risk and the likelihood of it occurring after the control measures are taken into account.
- 4.2 In creating its risk register the School uses a 5 x 5 matrix to assess impact and likelihood of both gross and net risks in accordance with the tables contained in the Schedule 1 below. The Register will also set out the control measures in place and will record which member of SLT has responsibility for that control.
- 4.3 From the Register the Governors will monitor the operation of the controls and assess the School's appetite for the residual risk, choosing between taking the risk without further control, requiring further controls (treating), transferring the risk (e.g. by insurance) or terminating the risk. The Governors have delegated to the Business Committee the responsibility for carrying out that assessment save in the case of any risk that the Committee feels should be assessed by the Full Board.
- 4.4 The Risk Register is a living document. Any significant changes in risk impact or likelihood or the occurrence of an event which raises the profile of a risk will be recorded on the risk register as it occurs. Any new or increased risks identified by SLT, Governors or raised by a member of staff will be evaluated and, if judged to be significant, recorded in the Risk Register.

5.0 Identifying and controlling risk within School

- 5.1 In compliance with the above requirements the School will ensure, so far as is reasonably practicable, that all activities are assessed for risk and, where significant hazards are identified, an appropriate written risk assessment is provided.
- 5.2 Identifying significant hazards to determine if a written assessment is required is a matter of good judgement achieved by competence gained from specific training and experience. Persons involved in the process of risk assessing must be competent and should always seek guidance if in any doubt. Seeking further guidance is to be seen as a positive action.
- 5.3 The format for the written risk assessment may vary depending on the type of assessment. A specific format is not essential. However, where possible, and for reasons of clarity and consistency, persons engaged in the production of risk assessments are encouraged to adopt the School's approved format provided electronically in the Health and Safety folder in the Shared Drive.
- 5.4 All staff will receive guidance on risk assessment as part of their induction and this will be refreshed periodically. Risk assessment training will be provided on specific areas when identified by the Health and Safety Officer.

6.0 Format of individual risk assessments

- 6.1 Where significant hazards are identified and a written risk assessment is required, it will be considered suitable and sufficient if:
- All significant hazards are identified.
 - The persons who might be harmed, and how, are identified.
 - An adequate evaluation of the risk is carried out.
 - Suitable control measures are identified which are adequate to mitigate any residual risk to an acceptable level.
 - The assessments are up to date and kept under review.
- 6.2 All written risk assessments are to identify the date the assessment was carried out and identify the person responsible for its production.

7.0 Risk Evaluation

- 7.1 Evaluating risk is an analysis of the likelihood of an identified hazard causing an injury or harm. Wherever practical when evaluating risk, persons are encouraged to use a risk matrix to provide a risk score taking account of the likelihood of that risk coming to pass against the perceived severity of a potential injury.
- 7.2 Adequate and appropriate control measures are to be identified, that, when implemented, will reduce the risk to within acceptable limits. Where no suitable measures can be identified and the risk remains high action must be taken to stop or avoid the activity and if necessary appropriate support obtained to that end.

8.0 Risk assessment Review

8.1 Generally, unless specified otherwise, risk assessments are to be reviewed and up dated as necessary, or annually if no more frequent review is required. The assessments should also be reviewed following a change in process or activity, a change in equipment or facility, or following an incident.

9.0 Acknowledgement

9.1 Staff members involved in working activities which are the subject of a specific risk assessment are to acknowledge their understanding of the hazards identified and the measures to be implemented by signing and dating the appropriate risk assessment. Individuals are to re-affirm their understanding each time the risk assessment is reviewed.

9.2 Heads of department and department managers are responsible in ensuring department staff are made aware of any risk assessment for any activities they may be involved in, and are to ensure the requirements of the risk assessments are understood and acknowledged by the individual.

10.0 Work Activity Risk Assessments

10.1 Routine workplace activities by all staff where there is a perceived significant risk will have a suitable and sufficient written risk assessment provided. The assessment for work activities will consider all significant hazards associated with a work task which takes into account, but not exclusively, manual handling, working at height, lone working, working in confined spaces, controlling hazardous substances, working with tools and machinery, display screen equipment, and expectant mothers.

10.2 Heads of departments and department managers are responsible for ensuring appropriate risk assessments and subsequent reviews are carried out for all work activities, and for ensuring the content is communicated to all affected persons. When completed risk assessment are to be forwarded to the Health and Safety Officer.

11.0 Curriculum Risk Assessments

11.1 Risk assessments are to be carried out for all curriculum activities either inside or outside of the classroom. A written risk assessment is to be provided for all significant identified hazards resulting from the activities or the classroom, or outside environment. Heads of department are responsible for ensuring these risk assessments are carried out and reviewed as necessary, and are to be forwarded to the Health and Safety officer when completed.

11.2 All teaching and supervisory staff involved with the curriculum activity are to be made aware of the requirements of the risk assessments and are to acknowledge their understanding by signing and dating the document.

12.0 Premises Risk Assessment

12.1 The premises includes the fabric and systems of all building, structures, roads, paths and steps, trees and general areas of the grounds. The Estate Manager will ensure suitable and sufficient risk assessments are carried out and reviewed for any perceived hazards.

12.2 Some hazards associated with premises will fluctuate due to external factors such as weather conditions. Persons likely to be affected by these hazards will be notified as necessary.

13.0 Risk Assessment for Boarding Accommodation

13.1 Housemasters and Housemistresses will produce risk assessments to identify any significant hazards associated with the girls' living within boarding accommodation or its immediate surrounding area. This will include some activities undertaken outside the boarding area where the house staff do not supervise the activity (eg. individuals out jogging).

13.2 The senior housemaster/housemistress is responsible for ensuring year group staff are aware of, and understand the requirements of the risk assessment, and to ensure the document is reviewed at the appropriate times. All house staff are to acknowledge their understanding of the requirements of risk assessment by signing and dating the document. When completed, a copy of the risk assessment is to be forwarded to the Health and Safety Officer.

14.0 Risk Assessments for Visits and Off Site Activities

- 14.1 Staff organising educational visits and off site activities are to thoroughly plan all aspects of the proposed visit or activity. A suitable and sufficient risk assessment is an integral part of this plan and every visit is to be supported by one unless specified otherwise by SLT.
- 14.2 The completed visit plan, incorporating the risk assessment, is to be forwarded of one of the appointed Educational Visit Co-Ordinators (EVCs) for scrutiny and approval at least one week prior to the date of the visit if within UK, and at least one term in advance for international visits.
- 14.3 Persons producing a risk assessment must have sufficient knowledge of a particular venue to ensure all potential hazards can be satisfactorily identified, and if necessary visit the venue beforehand.
- 14.4 All supervising staff involved in specific visits and activities must be fully aware of the requirements of the risk assessment and acknowledge their understanding by signing and dating the risk assessment.
- 14.5 A copy of the risk assessment must accompany supervising staff on the visit or activity.
- 14.6 Where organisations to be visited offer their own risk assessments because of the specialist nature of the venue or activity, the visit leader must satisfy themselves that the provided risk assessment is of adequate quality and appropriate for the proposed group.
- 14.7 Further guidance for visit planning is contained in Policy B6 – Safety and Supervision on School Journeys.

15.0 Technical Risk Assessments

- 15.1 Technical risk assessments are provided for infrastructure systems as required by the relevant regulations in order to comply with statutory requirements.

Fire Risk Assessments. Fire risk assessments are provided for all School buildings in accordance with Article 9 of Regulatory Reform (Fire Safety) Order 2005. The Head, as the designated Responsible Person, is responsible for ensuring suitable and sufficient fire risk assessments are provided, but in practical terms the task is undertaken by the Estate Manager. The assessments will be reviewed when there has been significant change that impacts fire safety, when they are no longer valid, following an incident, or at least annually. Detailed arrangements for fire safety are set out in Policy A11 Fire risk assessment.

Legionella Risk Assessments. In accordance with The Control of Substances Hazardous to Health Regulations 2002 and Approved Code of Practice for the Control of Legionella in Water systems L8, risk assessments are provided to identify potential sources where legionella bacteria could proliferate. The Head is responsible for ensuring these risk assessments are carried out. In practical terms this task is undertaken by the Estate Manager. The risk assessment will be reviewed regularly, as prescribed in the guidance L8 and as recommended by consultants. Detailed arrangements for the control of legionella are set out in the Health and Safety Policy A9 and the Appendix.

Asbestos Risk Assessments. In accordance with The Control of Substances Hazardous to Health Regulations 2002 and The Control of Asbestos Regulations 2012, no work in areas where asbestos has been identified, or where asbestos containing material is suspected, will take place unless a suitable and sufficient assessment of the area to determine the presence and type of asbestos, and a suitable and sufficient assessment of the risk created by potential exposure has been carried out. The Estate Manager will arrange such risk assessments in conjunction with licenced asbestos consultants.

COSHH Risk Assessments

In accordance with Regulation 6 of COSHH 2002, QM will not allow any work or activity to be carried out which is liable to expose any pupil or staff to any substance hazardous to health unless a suitable and sufficient assessment of the risk created by that work or activity to the health of pupils or staff has been carried out. The assessment will identify control measures necessary to meet the requirements of the regulations which are to be effectively implemented.

Heads of departments and department managers must be aware of all hazardous substances used or produced by the work or activity undertaken by the department. They are responsible for producing written COSHH risk assessments as deemed necessary, and for ensuring these assessments are brought to the attention of any persons liable to exposure to the substances.

Copies of completed COSHH risk assessment are to be forwarded to the Health and Safety Officer.

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Clerk

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Schedule 1 Process for calculating significance of risk in Risk Register



Impact definitions

Descriptor	Score	Impact on service and reputation
Insignificant	1	No impact on service No impact on reputation Complaint unlikely Litigation risk remote
Minor	2	Slight impact on service Slight impact on reputation Complaint possible. Litigation possible
Moderate	3	Some service disruption Potential for adverse publicity, avoidance with careful handling Complaint expected Litigation probable
Major	4	Service disrupted Adverse publicity not avoidable (local media) Complaint expected Litigation expected
Catastrophic	5	Service interrupted for significant time Adverse publicity not avoidable (National Media) Major litigation expected Resignation of senior management and/or Board(s)



Likelihood and definitions

Descriptor	Score	Example
Remote	1	May only occur in exceptional circumstances
Unlikely	2	Expected to occur in a few circumstances
Possible	3	Expected to occur in some circumstances
Probable	4	Expected to occur in many circumstances
Highly probable	5	Expected to occur frequently and in most circumstances

Emphasising significance (xy+y)

x = likelihood and y = significance

