

## RISK ASSESSMENT POLICY

### Scope

This Policy sets out Stamford Endowed Schools' (SES) policy for developing and implementing its risk management strategy and undertaking risk assessments for activities which are under the School's control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage and the Management of Health and Safety at Work Regulations 1999.

### Objectives

To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.

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 school 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 school responsible for conducting risk assessment and monitoring its implementation.

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.

### Risks

The Governors have identified the following non-exhaustive list of key risk areas:

- (a) student supervision (including safeguarding and welfare requirements)
- (b) student participation in school trips, sport and events organised by SES
- (c) management of visitors and contractors on school premises

- (d) fire and emergencies
- (e) traffic and pedestrian interaction on site and when moving between sites
- (f) management of hazardous substances
- (g) use of hazardous equipment e.g. in DT, Art and in operations functions
- (h) the suitability of staff to undertake designated roles and checks to ensure that they are suitable, including staff not employed by the school who work with pupils
- (i) risk areas which are not directly related to health and safety, including but not limited to:
  - (i) financial
  - (ii) legal & regulatory compliance
  - (iii) recruitment procedures including governing body oversight
  - (iv) reputational
  - (v) terrorism, including the prevention of fundamentalism and extremism
  - (vi) pupil self-harming
  - (vii) security, specifically in boarding or EYFS areas, as appropriate

## **Policy**

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

The Chief Finance & Operating Officer (CFOO) shall be responsible for the implementation of this risk assessment policy.

On an individual school level, the Principal at Stamford School and the Head at Stamford Junior School are responsible for ensuring suitable and sufficient assessments of all significant risks are in place, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions so far as reasonably practical.

The Director of Estates & Facilities is responsible for ensuring suitable and sufficient assessments are in place relating to operational activities that span the schools or fall out with the direct responsibility of individual schools.

The person responsible for co-ordinating the completion of assessments is the Head of Safety & Compliance.

This guidance is applicable to general risk assessment. Where specialist skills are required, eg 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.

To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the Schools have appointed a number of Competent Persons. Co-ordination of the necessary measures and Competent Persons will be carried out by the CFOO or the Director of Estates & Facilities assisted by the Head of Safety & Compliance.

SES requires that the results of the assessment including identified risks and any necessary preventive and protective measures are recorded on SharePoint and, where required, in hard copy, and brought to the attention of relevant employees, volunteers, contractors and visitors.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed periodically as appropriate. Risk assessment training will be provided on specific areas where identified by an employee's Line Manager, or by Head of Safety & Compliance.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

Risk assessments will take into account:

- (a) hazard - something with the potential to cause harm
- (b) risk - an evaluation of the likelihood of the hazard causing harm
- (c) risk rating - assessment of the severity of the outcome of an event
- (d) control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- (a) what could go wrong
- (b) who might be harmed
- (c) how likely is it to go wrong
- (d) how serious would it be if it did
- (e) what are you going to do to stop it
- (f) how are you going to check that your plans are working

Head of Safety & Compliance will be responsible for the maintenance of risk assessment records, which are maintained on SharePoint.

Risk assessments will be reviewed:

- (a) when there are changes to the activity
- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

<b>Author/Reviewer</b>	Head of Safety & Compliance/Bursar	<b>ISI Doc Code</b>	ISSR 16
		<b>Date of Last Review</b>	Summer Term 2024
<b>Authorised by</b>	Bursar	<b>Date of Authorisation</b>	Summer Term 2024
<b>Applicable to</b>	All	<b>Date of Next Review</b>	Summer Term 2025



STAMFORD

Appendix 1: Risk Assessment Template



SES Risk Assessment

Hazard	Who might be harmed	Risk Control Measures in place	Risk Factor with current control measures in place	Additional risk control measures if required, by when and who responsible	Risk Factor after all control measures put in place.
Assessor :	Date :	Review Date :			

RISK RATING	ACTION REQUIRED
<b>HIGH</b> Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
<b>MEDIUM</b> Possibility of significant injury or over 7 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW</b> Possibility of minor injury only	No further action required.

## Appendix 2: Areas requiring risk assessment (non-exhaustive)

### Educational

- science experiments
- EYFS
- design & technology
- food & nutrition
- sport and PE activity
- Duke of Edinburgh award
- art
- CCF
- music
- drama & dance
- general classroom
- school trips
- movement between sites

### Operational

- catering (noting that Holroyd Howe have responsibility for this area)
- cleaning
- site services and security
- maintenance
- grounds
- traffic management
- office

- site visitors
- school transport

#### Pupil Safeguarding and Welfare

- [Higher risk areas for Pupils](#)
- Boarding house risk assessments

#### Areas requiring specialist risk assessments

- Asbestos (see SES Asbestos Management Policy)
- Legionella (see SES Legionella Policy)
- Fire (see SES Fire Safety & Prevention Policy, SES Fire Evacuation Policy & Fire Risk Assessment Documentation)
- Hazardous Substances (see SES COSHH Policy & COSHH Assessments)
- Lone working (see SES Lone Working Policy & SES Lone Working Individual Employee Risk Assessments)
- Radon (see SES Radon Policy & Risk Assessment)