

## RISK ASSESSMENT POLICY

<b>Date Policy Reviewed:</b>	10 March 2025
<b>Date of Next Review:</b>	10 March 2027
<b>Person(s) Responsible for Review:</b>	SLT (DFO)

### AIM

The Governors of The Manor Preparatory School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law, but with best practice. Risks are inherent in every day life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

*“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSCSD*

The school takes appropriate action to reduce all risks that are identified.

### AREAS OF COVERAGE

#### Health and Safety

There are various premises and equipment risk assessments which are reviewed annually by the appropriate staff. A fire risk assessment is done annually and there is a separate fire safety policy. The school does not have a public right of way on its main site and so no risk assessment is required for this.

#### Matters Related to Pupil Welfare

##### Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained by the School Nurse and she is responsible for ensuring that accident reports are passed to the Head and Director of Finance and Operations (DFO). The School’s separate First Aid Policy explains the procedures that we would follow in the event of a medical emergency. The School Nurse is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### **Supervision**

There is a separate supervision policy. Pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms, etc. All flammables are kept securely locked. Areas of the school where pupils are not allowed unsupervised include the Grounds, Maintenance, Catering and Caretaking areas.

### **School Trips**

The School has a trained Educational Visits Coordinator (EVC) who oversees all school trips and in-house activities. A trip pack is prepared and a risk assessment is completed and updated by the trip organiser, including Safeguarding risks from staff or members of the public.

### **Visitors**

The School recognises the Safeguarding risks associated with visitors to the site and the measures we take to mitigate these risks are outlined in the Visitors and Visiting Speakers' Policy (which can be found within the Safeguarding Policy), as well as the Contractor Policy.

### **Matters Relating to Recruitment**

The School is aware of the risks involved in appointing staff and therefore the recruitment of new staff and other staff related issues are taken extremely seriously and there is a separate Recruitment Policy dealing with this issue.

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or are not allowed to work in the UK. By extending this regime to Governors, volunteers and the other adults connected to the school community, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

### **Matters Related to Safeguarding (including Prevent and Bullying)**

The School is aware of the risks to pupils' welfare in relation to Safeguarding (including Prevent) and Bullying. Please see the school's Safeguarding Policy (which describes our Prevent duties) and Anti-Bullying Policy.

The School also completes a separate Prevent Duty Risk Assessment which is reviewed annually.

Where it is felt that a danger is posed by another pupil, such as in the case of peer-on-peer abuse (including sexting), a separate risk assessment will be completed to ensure the safety and support of those children involved.

Where children have specific additional needs for their health and safety, such as due to SEND or for health concerns, such as eating disorders, a separate risk assessment will be written to ensure provision is made for their needs.

## Lessons

There are numerous activities carried out in the school, each of which requires a separate risk assessment. Risk assessments are prepared and include the following:

- Activities (including extra-curricular activities)
- Sport and PE
- Lessons in certain areas
- Science experiments (we subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science)
- Design and Technology
- Food Technology
- Art (including the clay and print studios)
- Music

## Other

### Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate child capable of keeping him/herself safe. Our PSHEE programmes and Assemblies include the promotion of an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards involved in scientific experiments.

### Support Areas

- **Catering and Cleaning:** risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices. This is managed by Sodexo.
- **Maintenance and Grounds:** separate risk assessments are carried out for all relevant areas.
- **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

## CONTENT OF A RISK ASSESSMENT

### In what circumstances should Risk Assessments be completed?

Every trip should have a separate risk assessment. All areas of the school that are considered to be out of the ordinary have a separate risk assessment. There is a full list of all risk assessments on the M-drive.

### Who should complete Risk Assessments?

The School Nurse oversees all risk assessments and delegates their completion and updating to the relevant person. The person who is responsible for the activity or area of the school completes and reviews the individual specific risk assessment.

The Educational Visits Coordinator (EVC) oversees all educational trips and in-house activities and reviews all these risk assessments. The individual member of staff responsible for the trip or in-house activity should complete the risk assessment.

### **Authorisation of Risk Assessments**

The individual member of staff responsible for the risk assessment reviews the risk assessment annually. There are many risk assessments which are authorised by more than one individual.

All trips are overseen by the EVC and authorised by the Head.

### **Recording of Risk Assessments**

All risk assessments are maintained on the M-drive and there is a summary of all risk assessments showing who is responsible and when the risk assessment was last reviewed.

### **Training of Staff**

Staff receive annual Health and Safety training and are responsible for reviewing all relevant risk assessments.

### **Responsibilities of all Staff**

All members of staff are given training into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the DFO and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the DFO/School Nurse.

### **System for Monitoring and Evaluating**

All risk assessments are reviewed annually, when major structural work is planned, or in the event of a serious accident.

The school has a termly visit from an external Health and Safety consultant who reviews all health and safety aspects within the school. There is also a separate annual inspection of all playground equipment within the school.

There is a Health and Safety committee which is chaired by the DFO and meets on a termly basis.

## **WRITTEN RISK ASSESSMENT MODEL**

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 (e.g. fire).
- A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A **risk assessment** is the resulting assessment of the severity of the outcome (e.g. 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 (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly **and annually in settings providing for EYFS children**. At The Manor Preparatory School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the Operations Team on the School’s Google Drive for staff to refer to and use for themselves. Archived risk assessments are also available on the M: drive.

The School’s risk assessment model is set out below:

AREA	PERSONS AT RISK	HAZARD	SEVERITY	PROBABLE FREQUENCY	RISK CALCULATION	CONTROL MEASURE
1	2	3	4	5	6	7
Location where hazard is relevant	List each person / group at risk	List each. Carry out actions 2-6 for each hazard	Rate each 1 – 6 in ascending order of severity	Rate each 1 – 6 in ascending order of likelihood	Multiply severity with likelihood (Col 4 x Col 5)	List measures to reduce severity for each hazard
<b>Recommendations:</b>		General measures that can be applied to the whole activity to reduce the likelihood of hazard(s) developing				
Signature:						
Date:						

The method used for risk calculation is to assign a numeric figure between 1 and 6 to both the severity and probable frequency of the risk. The corresponding meaning is listed below:

	Severity	Probable frequency
1	Negligible – trivial injury	Improbable occurrence
2	Minor injury/ies	Possible occurrence – every 5 years



3	Major injury to one person	Occasional occurrence – annually
4	Major Injuries to several people	Frequent Occurrence – quarterly
5	Death of one person	Regular occurrence – weekly
6	Multiple deaths	Certainty - daily

These two numbers are then multiplied to give the calculated risk out of 36 which indicates whether the risk is low, medium or high.

### Specialist Risk Assessments

The DFO arranges for specialists to carry out the following risk assessments as required:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

### RECORD OF RISK ASSESSMENTS

The Educational Visits Co-ordinator (EVC) maintains a record of risk assessments which may be drawn on by anyone planning an outing and can also be accessed in the EVC Team Drive on Google: these must always be individualised to reflect the particular details of the trip.

The School Nurse maintains a record of risk assessments for all site, departmental, health and out of school care needs. These can be found on the M:Drive.

### AUDIT COMPLIANCE STATEMENTS

An annual SORP compliance risk assessment is presented jointly by the Head and the DFO to the Governors to approve as Trustees of the Charity. This report analyses:

- The financial procedures and controls
- The major risks to the school, including:
  - Strategic risk
  - Loss of fee income
  - Damage to reputation
  - Failure to teach the correct syllabus
  - Risk of a child protection issue
  - Gaps in Governor skills
  - Conflicts of interest
  - Employment disputes
  - Major health and safety issues
  - Possible data loss
  - Risk of fire, flood and land slip

- o Poor cash flow management
  - o Fraud
  - o Loss through inappropriate investments
  - o Areas of potential risk
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- The measures taken to protect the school against such risks, including:
    - o Safer recruitment of staff, Governors and volunteers
    - o Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
    - o Insurance
    - o Strong financial controls
    - o Use of professional advice from lawyers, accountants, architects, etc as needed

Governors are invited to approve the compliance risk assessment annually.

### **EARLY YEARS FOUNDATION STAGE EDUCATIONAL VISITS**

The role of staff who are involved in taking and leading visits of EYFS children is explained in the companion policy: “Educational Visits (including Health and Safety on Trips) for Early Years Foundation Stage Children Policy”.

Every risk assessment is checked and approved by the Head, as part of the process of approving each outing.

#### **Role of the teacher in charge**

The role of the Teacher in Charge/group leader, and the training given to those who take on that important role is explained in the policy: “Educational Visits for EYFS Children (including Health and Safety on Trips) Policy”. All Teachers in Charge are given assistance and training with conducting risk assessments and emergency procedures, as part of their training for the role. They understand the importance of setting clear procedures for everyone in the group – staff, volunteers and children.

#### **Adult/Pupil Ratios**

Adult/pupil ratios are added to all risk assessments for EYFS trips that are out of school.