

<b>Local Procedure Title</b>	<b>Risk Assessment and Risk Management</b>
<b>Site</b>	<b>Coxlease School</b>
<b>ACS Policy number and title</b>	<b>ECS 13 Risk Assessment and Risk Management</b>
<b>Local Procedure template reference</b>	<b>ECS LP 13</b>
<b>Local Procedure date</b>	June 2021
<b>Local Procedure review date</b>	January 2024
<b>Local Procedure Author(s)</b>	AMe
<b>Local Procedure Ratification</b>	Checked and Approved by: RPa

<b>1. Introduction</b>
<p>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.</p> <p>Risk assessments will take into account:</p> <ul style="list-style-type: none"> <li>• Hazard - something with the potential to cause harm</li> <li>• Risk - an evaluation of the likelihood of the hazard causing harm</li> <li>• Risk rating – an assessment of the severity of the outcome of an event</li> </ul> <p>Control measures - physical measures and procedures put in place to mitigate the risk</p>
<b>2. Aims</b>
<ul style="list-style-type: none"> <li>• To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the safety and welfare of all in our school community</li> <li>• To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk</li> <li>• That identified control measures are implemented to control risk so far as reasonably practicable</li> <li>• That those affected by school activities have received suitable information on what to do</li> <li>• That risk assessments are recorded and reviewed when appropriate.</li> </ul>
<b>3. Scope</b>
<p>This guidance is applicable to all those with responsibility for implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and National Minimum Standards for Boarding.</p> <p>This policy should be read in conjunction with the school's Educational Visits Policy; Supervision of Pupils Policy; Safeguarding and Child Protection Policy; Health and Safety Policy; Safer Recruitment Policy; Medical Policy.</p>
<b>4. Responsibility</b>

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The Governors and Headmaster will be responsible for the overarching risk management policy of the school. The Bursar, Heads of Department and other key organisers of activities will be responsible for the implementation of this policy.

All members of staff are made aware of the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. All members of staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. Staff are responsible for co-operating with the Headmaster, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any health and safety issues, risks.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there are separate arrangements in place arranged by the Bursar. Teaching area risk assessment checklists are also in place for guidance.

### 5. Good Practice

The following are the key elements found in an effective Risk Assessment:

Risk identification:

The risk description includes three key points:

- (a) The cause of the risk
- (b) The risk event or uncertainty
- (c) The possible impact of the risk

Risk Direction:

- (a) People
- (b) Environments
- (c) Actions / activities
- (d) Equipment

Risk Sources:

- (a) From the person/ equipment/ activity/ environment
- (b) To the person/ equipment/ activity/ environment

Risk Mitigation:

The actions which are to be taken to minimise risk are called mitigating actions; it is important that there are clearly described, so that the team can all apply actions consistently to minimise risk.

This would include:

- (a) Who should do,
- (b) What
- (c) When
- (d) What impact will this have on the risk

### 6. Risk Registers

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Staff are encouraged to involve children and young people in Risk Assessing and making decisions around risks, depending on the child or young person needs, individual skills and abilities.

This will enable child and young people to develop the skills and knowledge to make safe informed and reasoned decisions and consider risk, and how it may be minimised in order to achieve actions and objectives as safely as possible.

Where children or young people are may be vulnerable to putting themselves at undue risk, colleagues are expected to advice and help them to reconsider, and if there is significant danger, to intervene with a safer approach.

### 7. Learning and Support

- All staff to complete eLearning on Risk Assessment.
- Guidance and support offered to newer staff to complete risk assessments.

### 8. Monitoring

Risk assessments need reviewing and updating annually. Risk assessments will be reviewed:

- 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
- annually if for no other reason

The Head Teacher will be responsible for the maintenance of risk assessment records.

### Contents Checklist (Local Sites may add additional items – this is a core list)



### Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions

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