



Abbots Bromley School

16A. Risk Assessment: Policy Guidance

1Statutory Policies	16A
ISI	Part 3 Welfare, Health and Safety
NMS (April 15)	6.3
Author Led	Bursar/Site Manager
Date of Review	November 2017
Next Review	Michaelmas 2018
Comment	Annual Review
Website	Yes

1 Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

2 Objectives

- 2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- 2.2 That identified control measures are implemented to control risk so far as reasonably practicable.
- 2.3 That those affected by school activities have received suitable information on what to do.
- 2.4 That risk assessments are recorded and reviewed when appropriate

3 Guidance

- 3.1 The Bursar / Site Manager/Head of Faculty are responsible for the implementation of this policy.
- 3.2 This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. 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.
- 3.3 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar / Site Manager / Head of Department.
- 3.4 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.
- 3.5 Risk assessments will take into account:
 - hazard - something with the potential to cause harm
 - risk - an evaluation of the likelihood of the hazard causing harm
 - risk rating - assessment of the severity of the outcome of an event
 - control measures - physical measures and procedures put in place to mitigate the risk
- 3.6 The risk assessment process will consist of the following 6 steps:
 - what could go wrong
 - who might be harmed
 - how likely is it to go wrong
 - how serious would it be if it did
 - what are you going to do to stop it
 - how are you going to check that your plans are working
- 3.7 The Bursar / Site Manager / Head of Faculty will be responsible for the maintenance of risk assessment records.
- 3.8 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

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

Legal Requirements & Education Standards

References:

- A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
- B: Health & Safety Executive, Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)
- C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook,](#)
- D: " [Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)
- E: "[Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)
- F: [Early Years Foundation Stage: Statutory Framework](#)
- G: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)

Recommended review period: Annual
 Review by: Site Manager
 Date reviewed: November 2017

Appendix 1: Risk Assessment Template for Abbots Bromley School

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

Risk assessments should be reviewed as needed or if they are no longer valid eg following an accident in the workplace, or if there are any significant changes to the hazards in the workplace, such as new equipment or work activities.

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

Educational Areas

- Science Experiments
- Design & Technology
- Food Technology
- Sport and PE Activity
- Duke Of Edinburgh Award
- Art
- Music
- Drama & Dance
- General Classroom
- Equestrian Centre (outsourced but risk assessment kept on record by the school).

Support Areas

- Catering
- Cleaning
- Caretaking and Security
- Maintenance
- Grounds
- Office
- Transport