



**MOWDEN HALL SCHOOL**  
**RISK ASSESSMENT POLICY**

**1. RISK MANAGEMENT AND RISK ASSESSMENT:**

**1.1 Scope**

This policy is applicable to all those with responsibility for developing / 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, National Minimum Standards for Boarding and Early Years Foundations Stage.

**1.2 Objectives**

- 1.2.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 1.2.2 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.
- 1.2.3 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- 1.2.4 That identified control measures are implemented to control risk so far as reasonably practicable.
- 1.2.5 To ensure that those affected by school activities have received suitable information on what to do. All staff will receive guidance on risk assessment as part of their induction.
- 1.2.7 To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

**1.3 Guidance**

- 1.3.1 The Headmaster and Trustees will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. Schools should note that the responsibilities of trustees and/or senior managers may be delegated.
- 1.3.2 The following areas are included:
  - (a) pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School Designated Safeguarding Lead ("DSL") but will also cover a range of responsibilities outside safeguarding.

- (b) school trips
- (c) management of visitors on school premises
- (d) fire and emergencies
- (e) traffic and pedestrian interaction on site
- (f) management of hazardous substances
- (g) use of hazardous equipment e.g. in Art etc
- (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 on another site
- (i) risk areas which are not directly related to health and safety, including but not limited to:
  - (i) financial
  - (ii) recruitment procedures including governing body oversight
  - (iii) reputational
  - (iv) terrorism, including the prevention of fundamentalism and extremism
  - (v) pupil self-harming
  - (vi) security, specifically in boarding or EYFS areas, as appropriate

#### **1.4 Why Have Risk Assessments**

- 1.4.1 Part 3, para 16 of the ISSRs identify that a dedicated risk assessment policy is required of schools. This policy is in place to control major risks and identify sufficiently detailed procedures for risk assessment. The detail required includes:
  - (a) Hazards
  - (b) Control measures
  - (c) Action by whom?
  - (d) Arrangements for monitoring by senior staff
- 1.4.2 The Head / Deputy Head / Head of Department are responsible for the implementation of the risk assessment policy.
- 1.4.3 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.
- 1.4.4 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 / Maintenance Manager / Head of Department.
- 1.4.5 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. The School refers to the afPE Safe Practice in Physical Education and School Sport for assessments in PE and Sport.

- 1.4.6 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
- 1.4.7 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
- 1.4.8 The Head/ Deputy Head / Head of Department will be responsible for the maintenance of risk assessment records. The policy will be reviewed annually by the H&S committee.
- 1.4.9 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
- 1.4.10 A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.
- 1.4.11 At Mowden Hall we make use of event specific or generic risk assessment, for our educational activities and visits. These can be found in our school trips folder on the Staff Shared Area. Staff are required to read them as part of their completion of the out of schools visits pro forma.

## **1.5 Pastoral**

The focus of our pastoral policy is to ensure that every pupil leaves a confident, articulate young person. Our PHSEE programmes and assemblies promote an increasing understanding of the risks that exist in both the real and 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 of chemicals, gas, electricity, inflammable materials.

## **1.6 Medical and First Aid**

The School Nurse has appropriate risk assessments in place. The accident forms are maintained in the Nurse's Office and she is responsible for ensuring that relevant accident reports are passed to the Bursar. Parents complete a medical form before their child enrolls at school and this highlights any allergies or special needs a pupil may have. This information is appraised by the school nurse and disseminated to the catering department, other relevant individuals and recorded appropriately.

## **1.7 Safeguarding**

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

## **1.8 Support areas**

- 1.8.1. Catering and Cleaning: risk assessments and training are 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.
- 1.8.2. Caretaking and Security: risk assessments cover all areas including laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- 1.8.3. Maintenance: risk assessments and training are required for every item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- 1.8.4. Grounds: risk assessments and training are required for every piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- 1.8.5. 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.

### **1.9 Access by Pupils**

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas such as the woods, Science labs, workshops, Art room and swimming pool. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas of the School.

**Appendix 1: Risk Assessment Template**

**RISK ASSESSMENT – Area or Activity**

**DATE REVIEWED:**

**PEOPLE AT RISK:** Students, Staff, Visitors and Contractors

<b>HAZARDS – significant issues</b>	<b>CONTROL MEASURES – strategies required to manage the risks safely</b>	<b>Action by whom?</b>	<b>Arrangements for monitoring by senior staff</b>

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

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

Educational

- Science experiments
- Sport and PE activity (Mowden follows guidelines set out in AfPE Safe Practice: in Physical Education, School Sport and Physical Activity)
- Art and Design & Technology
- Music
- Drama
- General classroom
- School trips – please see All Visits Generic Risk Assessment

Support

- Catering and cleaning
- Caretaking and security
- Maintenance
- Grounds / traffic management
- Office

**Legal Requirements & Education Standards**

References:

- A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (<http://www.isi.net/>)
- B: Health & Safety Executive, Five steps to risk assessment (<http://www.hse.gov.uk/risk/fivesteps.htm>)
- C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website.
- D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
- E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- F: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- G: Early Years Foundation Stage: Statutory Framework
- H: Charities and Risk Management, The Charities Commission ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk))
- I: Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO ([www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk))
- J: Home Office guidance on duties under the Counter Terrorism Act 2015 ([www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance))
- K: National Minimum Standards for Boarding Schools April 2015

Recommended review period: Annual

Review by: .....  
Head Teacher and Principal of Trust

Date reviewed: .....