



## **Risk Assessment Policy**

### **1. Related Information**

#### **1.1 Introduction**

This policy aims to set out a systematic approach for suitable and sufficient risk management at Leighton Park. It has particular regard for ensuring the welfare of students is safeguarded and promoted at all times and that appropriate action is taken to reduce risks that are identified.

Specific written risk assessments or guidance to staff will be provided for all significant identified risks including remote learning.

#### **1.2 Supporting Documents**

The following related information is referred to in this policy:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Fire Policy
- Educational Visits Policy

### **2. Risk assessment overview**

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

#### **2.1 Objectives**

To ensure that:

- Suitable and sufficient risk assessments are undertaken for activities
- Identified control measures are implemented to control risk so far as reasonably practicable
- Those affected by School activities have received suitable information on what to do
- Risk assessments are recorded and reviewed when appropriate, ensuring that staff responsible for assessing risk have the training to understand and record when and how a risk assessment is completed.

#### **2.2 Guidance**

The Bursar/Assistant Bursar is responsible for implementation and review of this policy. This guidance is applicable to general risk assessments. Where specialist skills are required, for example, asbestos, fire and water quality, there is separate guidance in place. Risk assessment training is provided for specific roles and will be provided on specific areas, as appropriate, where identified by the Bursar or Head of

Department.

Template risk assessment forms together with details on how to complete the form are available for use by all staff and can be found on the Staff Portal.

Risk assessments will consider:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the likelihood of the hazard causing harm
- Who might be harmed and how
- Analysis of existing control measures - physical measures and procedures - to determine if they are adequate to mitigate risk
- Details of any additional control measures needed.

The risk assessment process will consist of the following steps:

- What could go wrong?
- Who might be harmed and how?
- Assessment of existing control measures
- Need for additional control measures
- Signed and dated by the individual carrying out the risk assessment
- Countersigned by the Head of Department
- Monitoring and reviewing the assessment to ensure risk is being managed effectively.

Risk assessments are to be carried out by individual members of staff with specific responsibility for a particular event or activity, equipment or facility where there is potential for someone (staff, student or visitor) to be harmed.

Harm may arise for a number of reasons including poor condition of equipment or facilities, introduction of new equipment, failure to comply with operating procedures, lack of training or changes to people, buildings or equipment.

The Health and Safety Advisor will be responsible for the maintenance of risk assessment records and for directing training where it is needed.

### **3 Review**

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.

### **4 Strategic Risk**

Each year the Governors examine the major strategic risks faced by the School to ensure systems are in place to monitor and control these risks and to mitigate any impact that they may have on the School in the future.

The Governors assess the principal risks as being potential loss of reputation, declining School rolls and failure in safeguarding of students. It is recognised that systems can provide reasonable but not absolute assurance that major risks have been managed adequately.

Key controls applied in the School include:

- An established organisational structure with clear lines for reporting
- Terms of reference and regular training for the governing body and its sub-committees
- Strategic planning, budgeting and management reporting
- Formal written policies which are reviewed on an agreed cycle

- Monitoring of financial, investment and professional performance
- Safeguarding procedures as required by law for the protection of the students.

## 5 Financial Risk

The School's business risks are reviewed annually by Governors. Our auditors test that selected areas at risk of fraud have been assessed, existing controls identified and reviewed, and improvements suggested where appropriate.

## 6 Specific Arrangements for Operational Risks

The following areas have been identified as presenting significant operational risks in the School. The responsible person seeks to ensure health and safety in each area and, implicit in this, the preparation and review of appropriate risk assessments. Appropriate training will be provided as required.

Area of Responsibility	Responsible Person
Chemistry	Head of Chemistry
Biology	Head of Biology
Physics	Head of Physics
Radiation protection	Head of Physics
Design Technology	Head of Design Technology
Art, including pottery workshop/kiln room	Head of Art
Stage lighting/drama productions	Head of Drama
Gym (Sports Hall)	Director of Sport
Athletics	Director of Sport
Outdoor education (DofE)	DofE Coordinator
Boarding Houses	Director of Boarding
Grounds equipment sheds	Grounds & Facilities Manager
Pitch-based sports furniture (e.g. goals)	Grounds & Facilities Manager
Astro	Director of Sport
Tennis/netball courts	Director of Sport
Cricket	Director of Sport
Rugby	Director of Sport
Cardio Room	Director of Sport
Swimming pool	Pool Manager
Maintenance workshops	Estates Manager
Boiler houses and lift plant rooms	Estate Manager
Dining Facility and Kitchen	Catering Manager (Thomas Franks)
Educational visits and trips	Deputy Head
Traffic management	Estates Manager

Taxi pick up and drop off	Bursar/Assistant Bursar
Use of buggies	Estates Manager
Ha-ha's	Grounds & Facilities Manager
Pond	Grounds & Facilities Manager
Whole School Risk Assessment	Bursar/ Assistant Bursar
Fire management	Estates Manager
Asbestos management	Estates Manager
Legionella management	Estates Manager
Minibus	Events & Lettings Manager
Hazardous waste	Estates Manager
Site security	Estates Manager
Lone working (students)	Senior School Nurse
First Aid	Senior School Nurse
Lettings	Events & Lettings Manager
Food Technology	Head of Food Technology
Safeguarding	Please see Safeguarding and Child Protection and Recruitment Policies
Supervision	Please see Supervision policy
Pupil Welfare and online safety	Nicky Hardy
Remote learning	Nicky Hardy

Risk assessments should be dated, signed by the assessor and reviewed and signed by the Head of Department or another senior manager in their absence.

A copy of the completed risk assessment should be sent to the Health and Safety Manager.

Proforma risk assessments are available on the Health & Safety area within the staff portal. Training sessions for risk assessments are held periodically and the Health and Safety Manager can provide support on request.

The effectiveness of risk assessments is reviewed and monitored by the Health and Safety Committee at its Summer term meeting.

## **7 Professional Support for Risk Assessment**

The Health and Safety adviser reviews the practice and procedures in selected departments, helps prepare risk assessments, provides training for staff and advises the School on compliance with pending and in force legislation.

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Sign off: Matthew Judd, Head

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