**OBJECTIVES**

* To seek to identify (so far as is practicable) all risks facing the School at all levels and in all activities
* To identify how such risks might be mitigated by means of a risk assessment
* Record the outcome of the risk assessments and make them available to all who need to be aware.

**Procedure**

* Identify potential risks and hazards
* Identify the parties involved
* Evaluate the likelihood of the risk/hazard causing harm
* Evaluate the severity of the outcome of an event arising from the risk/hazard
* List control measures already in place to mitigate the risk
* Consider if any further controls required
* On basis of the risk assessment, confirm whether the activity can take place
* Complete the risk assessment process (and RISK ASSESSMENT PRO-FORMA if appropriate) before commencing the activity
* All written risk assessments must be approved by a designated member of staff (see below)
* A copy of the risk assessment must be sent to the Operations Manager
* A copy of the risk assessment template is attached at the end of the policy.

**Levels of responsibility**

**Strategic level**

* The ultimate responsibility for health and safety in the School rests with the Management Committee
* Management Committee (as Trustees) are responsible for the Risk Register: the legal requirement is for an annual review at least
* The Head of the School and Assistant to the Head make termly reports to the Operations Manager and in turn to Management Committee on any perceived changes to the Risk Register
* A copy of the Management Committees’ Risk Register is available from the Operations Managers on request
* The risk assessment procedures are embedded in the HEALTH AND SAFETY POLICY approved by Management Committee.

**Management level**

* Health and safety committee: sets policy and procedures
* Assistant to the Head of School: checks compliance with (new) legislation and regulations
* Legally responsible person: Head of School
* Day to day responsible person (health and safety): Operations Manager
* Day to day responsible person (safeguarding/wellbeing): Assistant to the Head of School
* Implementing/monitoring risk management on a day to day basis: Senior Leader Team
* At all levels, if no adequate expertise available in school, obtain external specialist help
* External advice/inspections as part of routine maintenance
* Identifying and arranging training (SLT), including:

- Safeguarding

- First aid

- Fire safety

- Other specific areas.

* Review risk management, taking account of:

- Changes to legislation/regulations o

- Following an incident

- Maintaining best practice

**Specific areas**

**Safeguarding**

* Safeguarding and Safe recruitment policies based on KCSiE requirements
* Designated Safeguarding Lead
* Secretary and Chair of Management Committee acts as Link responsible for safeguarding
* Termly reports to Management Committee on safeguarding and all compliances
* Where a potential safeguarding concern is identified, the situation is risk assessed.

**Fire safety**

* Overall Fire policy: Operations Manager
* Mandatory school wide fire risk assessments: Facilities Manager
* Individual risk assessments for activities involving fire or risk of fire: person in charge of activity
* Fire procedures and practices: Facilities Manager.

**Staff and student risk management**

* The School’s HEALTH AND SAFETY POLICY is issued to all staff (and signed for)
* Policies and procedures are found in the Staff Handbook
* Understanding and dealing with risk is embedded in various areas of teaching (including PSHE, Science and Technology, Geography and Sports)
* RISK ASSESSMENT POLICY: STUDENT WELFARE refers to safety of students during activities

**Teaching and learning**

* Non-science departments:

- Generic risk assessments for general teaching: Teacher in charge

- Specific risk assessments for other activity (e.g. field trip/visit): Assistant to the Head and Teacher in charge

* Science and Technology teaching:

- Teachers of Science and Technology have overall responsibility

- Risk assessments for subject-specific activities: Teacher in Charge

- Risk assessments for each practical lesson: individual teachers

- CLEAPSS, etc: individual teachers and technicians.

**Information and communications equipment**

* Overall responsibility: Operations Manager
* E-safety: Operations Manager

**Sports and Physical Education (PE)**

* Overall responsibility: Assistant to the Head of School
* Risk assessment for each individual sport/activity: Teacher in charge of each sport
* External users: own risk assessment to be approved, including safeguarding if children/vulnerable adults are involved.

**Performing Arts**

* Overall responsibility: Assistant to the Head of School
* Individual performances and equipment maintenance: Teacher in charge
* External users: own risk assessment to be approved, including safeguarding if children/vulnerable adults are involved.

**Educational visits/expeditions**

* Rules/guidelines/templates/approval procedures set down in Educational Visit Policy/guidance: SLT
* Risk assessments for individual educational visits: suitably qualified and experienced trip leaders
* Third party providers – their risk assessments to be approved as part of the procedure
* All risk assessments must be signed off by an authorised/competent member of staff
* Minibus risk assessment and procedures: Operations Manager.

**Support activities**

* Catering (food and environmental health and safety): Operations Manager
* Plant Rooms: Caretakers/Facilities Manager
* Maintenance (machine tools, etc.): Facilities Manager
* Maintenance (special activities): Operations Manager/Facilities Manager
* Portable appliance testing: Facilities Manager
* Mains electricity/gas/water services: Facilities Manager
* Water testing and quality: Facilities Manager
* Grounds (machinery, COSHH, special activities, etc.): Operations Manager/Facilities Manager
* Domestics (procedures, COSHH, etc.): Operations Manager/Facilities Manager.

**Contractors/external agencies**

* Careful selection procedure prior to order/appointment
* Safeguarding procedures for operatives on site
* Contractor to provide method statements and risk assessments