



# BERKHAMPSTEAD SCHOOL

## Risk Assessment Policy

### **The objectives of a risk assessment are as follows:**

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

The Head Teacher and Governors are responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis.

The Head/ Bursar / Head of Department will be responsible for the implementation of the risk assessment policy.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis or as necessary.

Risks assessments are carried out by the individual responsible for the trip or activity. In the case of risk assessing teaching rooms or areas of the school, this may be carried out by the individual responsible for the room or the Bursar or Estates Manager.

### **The following areas are risk assessed:**

- (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 (refer to the school trip policy)
- (c) management of visitors on school premises (refer to the health and safety policy)
- (d) fire and emergencies
- (e) traffic and pedestrian interaction on site



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- (f) management of hazardous substances
- (g) use of hazardous equipment e.g. in DT, 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:
  - financial
  - recruitment procedures including governing body oversight
  - reputational
  - terrorism, including the prevention of fundamentalism and extremism
  - pupil self-harming
  - security, specifically in EYFS areas

## **The 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

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

The Head/ Bursar / Head of Department will be responsible for the maintenance of risk assessment records.



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## **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

## **Generic Risk assessments**

Generic risk assessments are completed for hazards or activities that are common throughout the School such as an event in the main hall, or a class room which is not used for a specific activity such as Cookery or Science.

## **Areas requiring risk assessment (non-exhaustive)**

### Educational

- science experiments
- design & technology
- food technology
- sport and PE activity
- art
- music
- drama & dance
- general classroom
- school trips

### Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies

### Pupil Safeguarding and Welfare