

RISK MANAGEMENT AND RISK ASSESSMENT POLICY

to support child protection and safeguarding

**COVERING BOTH SCHOOLS
INCLUDING EYFS AND BOARDING**

Governors' Committee normally reviewing:	Governance Committee
Date last formally approved by the Governors:	Autumn Term 2022
Date policy became effective:	October 2015

Period of Review:	Annual
Next Review Date:	Autumn 2023

Person responsible for implementation and monitoring:	All Staff
Other relevant policies:	Health & Safety Policy Risk Management & Risk Assessment Policy

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

1.1 Scope

This policy sets out Felsted Preparatory School and Senior School ('the School')'s approach to developing and implementing risk management strategies and undertaking risk assessments for activities that are under our control. It has regard to the requirements of the Independent Schools Inspectorate (ISI) Regulatory Requirements Handbook, Independent Schools Standards Regulations (ISSRs) and the 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 and that appropriate action is taken to reduce these risks as part of an overarching policy with a view to promoting pupils', staff and visitor 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 That those affected by school activities have received suitable information on what to do.
- 1.2.6 That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- 1.2.7 To identify those in the School responsible for conducting risk assessments and monitoring their implementation.

1.3 Guidance

- 1.3.1 The Head, Preparatory School Head, and Governors will be responsible for the overarching risk management policy of the School.
- 1.3.2 This policy covers, but is not limited to, managing the risks in the following areas:
 - (a) pupil supervision (including safeguarding and welfare requirements). This includes implementation of the School Designated Safeguarding Lead ("DSL") role but also covers 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
 - (h) the suitability of staff (including those not employed by the School who work with pupils on another site) to undertake designated roles and how this is checked,
 - (i) financial
 - (j) recruitment procedures
 - (k) reputational
 - (l) terrorism, including the prevention of fundamentalism and extremism
 - (m) co-curricular activities, including sports, The Duke of Edinburgh's Award and the Combined Cadet Force.
 - (n) security, including the boarding and EYFS areas

- 1.3.3 Implementation
The timescales for completion and sign-off of risk assessments, responsibility for drafting and checking, the keeping of records and training requirements are all set out in the relevant policies, including the Health and Safety Policy, Educational Visits Policy, Fire Safety and Emergency Evacuation Policy. Sign-off arrangements are also included.
- 1.3.4 This guidance is applicable to general risk assessments. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, separate policy guidance is in place. Teaching area and boarding house risk assessment checklists are also in place.
- 1.3.5 All staff will receive guidance on risk assessment as part of their induction. For staff responsible for risk assessments, further guidance is available from the Safety, Health and Fire Advisor (SHEF).
- 1.3.6 All 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
- 1.3.7 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 we going to do to stop it
 - (f) how we are going to check that the mitigation measures are working
- 1.3.8 Risk assessments must be reviewed by the end of September annually, and:
- (a) when there are changes to the activity or the physical location of that 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 relevant legislative changes
 - (f) when there are changes that could affect risk
 - (g) when any other relevant factor arises
 - (h) when there are changes of personnel in the department

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools – Commentary on the Regulatory Requirements, Part 3 (<http://www.isi.net/>)

B: Health & Safety Executive, Five steps to risk assessment (<http://www.hse.gov.uk>)

C: Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014

D: Early Years Foundation Stage: Statutory Framework

E: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)

F: How to Manage Risk by the NCVO (www.ncvo-vol.org.uk)

G: Home Office guidance on duties under the Counter Terrorism Act 2015 (www.gov.uk/government/publications/prevent-duty-guidance)

H: National Minimum Standards for Boarding Schools September 2022