



**King's
Worcester**

**Risk Assessment
Policy**



Introduction

The King's School Foundation attaches the utmost importance to the safety, health and welfare of its employees and pupils, including those pupils in the EYFS. The Foundation complies with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives, Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

The Governors bear ultimate responsibility to provide leadership, the Executive has responsibility for the overarching Risk Management Policy, and day-to-day responsibilities are delegated to the Heads, Director of Operations and Senior Leadership Teams. There is a Governors representative on the board for health and safety matters. This guidance is applicable to the general risk assessments; risk management is covered by the Risk Management Policy. 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. The school adopts the CLEAPSS Advisory Service model risk assessments in Science.

Aims and Objectives

Aim

The aim of this policy to protect the health, safety and wellbeing of pupils, staff, visitors and others, in all activities undertaken by the Foundation, by establishing a robust system to assess potential risks and then put in place suitable mitigation plans, in order to provide as far as is reasonably practicable, a safe and secure environment.

Objectives

The Objectives of this policy are:

- Major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare
- Suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- 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 where appropriate
- Identifying those in the school responsible for conducting risk assessment and monitoring its implantation.

Outcome

- The minimisation of risks in the workplace by careful selection and design of facilities, equipment and processes together with the effective control measures and training for employees.
- To improve the level of hazard reporting and thereby reduce the level of incidents.

Implementation

The leadership teams will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The leadership teams will make the necessary risk assessments, provide induction and annual refreshment training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing; provided that a safer working environment cannot be achieved by any other means.

All aspects of risk assessments remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work, pupils, parents, visitors etc. To achieve this employees must:

- Obey all the safety rules and procedures including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments
- Exercise their awareness, alertness, self-control and common sense at work
- Report promptly to their department head or Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

Monitoring

The Foundation's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy. The Heads, Director of Operations, Senior Leadership Teams and Heads of Department are responsible for assessing the risk within their specific remits.

In order to achieve the aims and objectives of the Risk Assessment Policy issues will be brought regularly to the attention of the Heads, Health and Safety Working Group, Health and Safety Committee, Senior Leadership Teams and Governors to review the strategy, assignment of roles, training.

A copy of the policy will be posted on Firefly and form part of the induction training all staff when they join the Foundation. Staff will be notified by email when changes have been made to the policy.

Evaluation

This policy will be reviewed annually and revised by the Director of Operations as necessary. In conducting policy reviews, due regard will be given to the following:

Planning – if appropriate, the Foundation will consider the risk to safety involved in:

- Pupil supervision, including safeguarding and welfare requirements ([see also Supervision Policy, Staff on Duty](#))
- Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school buildings, water quality, and the use of radioactive material
- Contractors in school
- Management of visitors on school premises
- In and out of school activities with pupils ([see Educational Visits Policy](#))
- Fire and emergencies ([see also Fire Risk \(Prevention\) Policy](#))
- Traffic and pedestrian interaction on site
- 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

- Risk areas that are not directly related to health and safety:
 - Financial
 - Recruitment procedures including governing body oversight
 - Reputational
 - Terrorism, including the prevention of fundamentalism and extremism
 - Pupil self-harming
 - Security, specifically in EYFS area

Risk assessments will take into account the hazard, risk evaluation, risk rating and control measures and will be reviewed in the event of a change in activity, near miss or incident, staffing, good practice, changes in legislation.

Organisation – a review of the Foundation's organisation including changes is conducted annually to ensure that responsibilities for Risk Assessments are clearly defined at all times to all staff at every level.

Control – ensuring that the safety requirements are implemented throughout the Foundation by all employees and that training is regularly conducted in support of those standards by the Senior Leadership Teams and relevant specialists.

Communication – all job specifications will contain safeguarding, welfare and safety requirements and instructions highlighting responsibilities. Regular audits will be carried out and a report completed each term for Governors. There will be promulgation of policy via Firefly, which will include the Risk Management procedure and Risk Assessments. These documents will form the basis for monitoring and review, to ensure that a credible standard of child and staff welfare is achieved.

Review

This policy will be reviewed by the Director of Operations every three years or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

| Version | Date | Author | Position |
|---------|---------------------------------|------------|------------------------|
| 1 | 03/03/2017 Governor approved | HL Jackson | Bursar |
| 2 | 31/08/2020 | HL Jackson | Bursar |
| 3 | 14/10/21 | SC Holden | Director of Operations |