King's Worcester

# Risk Assessment Policy

# 1. Introduction

This is a whole school policy that also applies to EYFS settings. The King's School Foundation (the 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 overarching risk management , and day-to-day responsibilities are delegated to the Head of Foundation, Heads of the respective Prep Schools, Director of Operations and Senior Leadership Teams (SLT). 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 Foundation adopts the CLEAPSS Advisory Service model risk assessments in Science.

# 2. Aims and Objectives

**Aim**

The aim of this policy is to protect the health, safety and well-being of pupils, staff, visitors and others, in all activities undertaken by the Foundation, by establishing a robust system to systematically 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:

- to ensure that major risks are identified and managed as part of an overarching policy with a view to safeguarding and promoting the welfare of pupils
- 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
- to ensure the requirements of Health and Safety at Work legislation are met
- to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, including school trips, and that these are recorded
- 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 assessments are recorded and reviewed when appropriate
- to identifying those in the Foundation responsible for conducting risk assessment and monitoring its implementation.

# 3. 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.

# 4. Implementation

The Foundation's approach to risk management and internal controls may be summarised as follows:

- the Governors have oversight of risk management within the Foundation as a whole through this policy
- the FLT/SLTs prepare policies for Governors' approval and implement such policies as they are approved by the Governors
- each member of FLT/SLT is responsible for fostering good risk management practice throughout the Foundation and particularly within their area of responsibility
- the management of risk is a whole Foundation responsibility. All staff are responsible for:
    - assisting with and participating in the process of risk assessment
    - reporting any risks or issues as appropriate
- Heads of Department (or equivalent line manager including trip/activity leaders) are responsible for:
    - undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate
    - informing the Director of Operations, or a member of the SLT, if any risk cannot be minimised to an acceptable level.

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 pupils, employees, contractors and other persons affected by the Foundation operations can work.

All parties involved in the process will adopt an open and receptive approach to solving risk problems. The process is about achieving the effect of mitigating risks and not simply a paperwork exercise.

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 Foundation owes a duty of care, namely people who may come into contact with their work, pupils, parents/guardians, 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's risk assessments
- exercise their awareness, alertness, self-control and common sense at work
- report promptly to their department head or Estates Manager all hazards, potential hazards, defects in equipment and any shortcomings in the Schools work systems or procedures.

Employees should not be in any doubt that the Foundation will apply disciplinary procedures to any employee who is in breach of the Foundation'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 Foundation's operations, and for those who may become involved in them.

The leadership teams will 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 or risk assessments remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

# 5. Evaluation

This policy will be reviewed every three years 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, legionella and the use of radioactive material
- contractors in school
- management of visitors on school premises
- in and out of school activities with pupils, i.e. school trips (see Educational Visits Policy)
- fire and emergencies (see also Fire Risk Prevention Policy)
- traffic and pedestrian interaction on site
- the suitability of staff and others (such as volunteers and contractors) to undertake designated roles and checks to ensure that they are suitable including staff not employed by the Foundation who work with pupils on another site
- risk areas that 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 welfare issues such as 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,

and 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 SLTs 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.

# 6. Supporting Detail

**Hazard**. A hazard is something with the potential to cause harm.

**Risk**. A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring and an assessment of the potential impact should the hazard actually occur.

**Risk Assessment (Process)**. Risk assessment is a tool for conducting a formal examination of the potential harm or hazard to the Foundation community that could result from a business activity or situation and an assessment of the severity of the outcome (e.g. loss of life, destruction of property) were the situation to occur. Measures to prevent the situation occurring can then be put in place. By focussing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. The process within the Foundation as per the Health and Safety Executive's 6 Steps to Risk Assessment which includes the following steps:

- identify the hazards (what could go wrong)
- decide who might be harmed and how
- evaluate the risks (how likely is it to go wrong)
- how serious would it be if it did
- decide on precautions or 'Risk Control Measures' to be adopted (what are you going to do to stop it)
- review your assessment and update (formally or informally) if necessary, especially during the activity if unforeseen hazards arise (how are you going to check that your plans are working).

**Risk Control Measures**. Risk control measures are the measures, actions and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

**Risk Assessment (Record)**. Where hazards have been identified with a proposed activity a written risk assessment is required to demonstrate that prior planning and preparations have taken such hazards into account and appropriate (risk) control measures have been put in place.

The Foundation uses a standard format for risk assessments through the Smartlog software package. There are no templates as the fundamental issue is that the individual responsible for the activity, needs to demonstrate that due process has been followed and hazards assessed. A risk assessment (record) will be considered suitable and sufficient if:

- all significant hazards are identified
- the persons who might be harmed, and how, are identified
- an adequate evaluation of the risk is carried out
- suitable control measures are identified which are adequate to mitigate any residual risk to an acceptable level
- the assessments are up to date and kept under review.

Once a risk assessment has been completed, the identified risks and control measures must be communicated to associated staff and others, to enable their co-operation and informed decisions. Such communication may be done verbally, for example during a trip planning meeting or, where appropriate, more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting.

**Areas of Risk**. The Foundation has identified its key risk areas and the policies and procedures that are designed to mitigate that risk. In addition, some topic specific risk assessments are required by legislation for example those concerning fire safety, pupil supervision, school trips etc.

A list of the key areas (non-exhaustive) which will require risk assessment is included at Appendix 1.

**Reviews**. A review of risk assessments will take place:

- 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
- where there are changes in good practice
- where there are legislative changes
- at least annually if there is no other reason.

# 7. 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.

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|---|---|
| **Authorised by** | Resolution of the Governors |
| **Signature** | |
| **Date Adopted** | 27 June 2025 |
| **Revised on** | 06 May 2025 |
| **Review due** | 06 April 2028 |
| **Circulation** | Members of Governors/ all staff / parents / pupils [on request] |

# Appendix 1
# Examples of Areas requiring Risk Assessment

This is not an exhaustive list.

**Safeguarding Risk Assessments**

The Foundation maintains and enforces a Recruitment Policy along with its Safeguarding Policy. A risk assessment will be completed in the exceptional cases where a member of staff or volunteer is permitted to start work prior to an enhanced DBS check being in place. In such circumstances the following requirements must be met:

- their Enhanced DBS application has been completed and has been dispatched to the DBS
- a separate check has been completed against the Barred List, before they start work
- all other recruitment checks have been completed, including a minimum of two references
- the member of staff is supervised at all times whilst on campus by someone that has completed all the required vetting checks. The member of staff will be required to sign a declaration that they understand and agree to the supervision arrangements. Such arrangements will be reviewed fortnightly until such time as the Enhanced DBS check has been received
- a supervision agreement has been signed off by the Head of Foundation
- the Risk Assessment is reviewed on a daily basis by the Line Manager.

**Visitors Risk Assessment**

A visitor to a school may be a parent/guardian, prospective parent/guardian, supplier, or any other external person/business representative. While the Foundation welcomes visitors to site, at the same time it has a requirement to ensure the safety and security of pupils. As a result, a risk assessment may be required. The member of staff sponsoring a visit, visitor or event, is responsible for ensuring risk assessments are completed.

**Shared Areas Risk Assessment**

Parts of the Foundation site are shared with the public (College Green and swimming pool at KSW; Hawford House and canal at King's Hawford ) to make good use of our resources and therefore the Schools must ensure that the safety and security of pupils in these areas is paramount. As a result, the Risk Assessments for the shared areas must include the management of the public. As part of a wider contribution to enhance the Risk Assessments, the Foundation displays signage around the campus to limit public access and remind pupils and staff that members of the public could be around. Access to some areas are limited to certain times of the day to further reduce risk.

**Work Activity Risk Assessments**

Routine workplace activities by all staff where there is a perceived significant risk will have a suitable and sufficient written risk assessment provided. The assessment for work activities will consider all significant hazards associated with a work task which takes into account, but not exclusively, manual handing, working at height, lone working, working in confined spaces, controlling hazardous

substances, working with tools and machinery, display screen equipment, and pregnant members of staff.

Heads of Departments/Line Managers are responsible for ensuring appropriate risk assessments and subsequent reviews are carried out for all work activities, and for ensuring the content is communicated to all affected persons. When completed risk assessments are to be saved and displayed as required.

Examples of areas requiring such assessments include:

- Catering (Catering Partner responsible)
- Cleaning
- Estates
- Transport
- Rowing
- PE and Co-curricular
- buildings that are let out to the public.

**Curriculum Risk Assessments**

Risk assessments are to be carried out for all curriculum activities either inside or outside of the classroom. A written risk assessment is to be provided for all significant identified hazards resulting from the activities or the classroom, or outside environment. Heads of Department are responsible for ensuring these risk assessments are carried out and reviewed as necessary, and to be forwarded to the Senior Deputy Head.

All teaching and supervisory staff involved with the curriculum activity are to be made aware of the requirements of the risk assessments and are to acknowledge their understanding by signing and dating the document.

**Premises Risk Assessment**

The premises include the fabric and systems of all building, structures, roads, paths and steps, trees and general areas of the grounds. The Estates Manager will ensure suitable and sufficient risk assessments are carried out and reviewed for any perceived hazards.

Some hazards associated with premises will fluctuate due to external factors such as weather conditions. Persons likely to be affected by these hazards will be notified as necessary.

Risk assessments of all areas of the Foundation reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially hazardous areas, such as cleaners' cupboards or boiler rooms, swimming pools, Science laboratories, Design & Technology facilities, the Theatre and Drama Centre etc. without appropriate supervision.  Doors to these areas are kept locked when not in use. Pupils are only allowed access if risks are suitably controlled or accompanied by a member of staff.

**Risk Assessments for Visits and Off-Site Activities – Educational Visits**

Staff organising educational visits and off-site activities are to thoroughly plan all aspects of the proposed visit or activity as per the Educational Visits Policy. A suitable and sufficient risk assessment is an integral part of this plan and every visit is to be supported by one.

Persons producing a risk assessment must have sufficient knowledge of a particular venue to ensure all potential hazards can be satisfactorily identified, and if necessary and, or practicable, visit the venue beforehand.

Where organisations to be visited offer their own risk assessments because of the specialist nature of the venue or activity, the visit leader must satisfy themselves that the provided risk assessment is of adequate quality and appropriate for the proposed group.

**Requirements for Contractors engaged on behalf of the Foundation**

If a contractor is employed to undertake work on behalf of the Foundation, the person engaging the contractor must ensure appropriate arrangements are in place before work starts. The requirements include:

- suitable and sufficient risk assessment that covers the work must be provided by the contractor
- public and Employers Liability Insurance – copies must be provided by the contractor
- safeguarding arrangements must be adhered to. The contracting member of staff must liaise with the Estates Manager to ensure appropriate vetting checks are in place for the contractor staff or arrangements for suitable supervision of the contractor.

These requirements apply to contractors undertaking work at all times (including school holidays).

**Risk Assessments for Events on the Foundation Campus**

Planning for significant events at a school will also require a risk assessment. The Event Organiser should consider the following (please note this list is not exhaustive) with support from the Estates Manager and Health and Safety advisor:

- safety of temporary structures
- sufficient lighting
- safe access and egress
- first aid provision and equipment
- recording of accidents/incidents
- fire safety arrangements and venue capacity limits
- segregation of pedestrians and vehicles (inc. parking arrangements)
- safeguarding requirements.

**Technical Risk Assessments**

Technical risk assessments are provided for infrastructure systems as required by the relevant regulations in order to comply with statutory requirements.

**Fire Risk Assessments**

Fire risk assessments are provided for all Foundation buildings in accordance with Article 9 of Regulatory Reform (Fire Safety) Order 2005. The Director of Operations is responsible for the ensuring these are in place. The assessments will be reviewed when there has been significant change that

impacts fire safety, when they are no longer valid, following an incident, or at least annually. Detailed arrangements for fire safety are set out in Part 3 of the Health & Safety Policy.

### Legionella Risk Assessments

In accordance with The Control of Substances Hazardous to Health Regulations 2002 and Approved Code of Practice for the Control of Legionella in Water systems L8, risk assessments are provided to identify potential sources where legionella bacteria could proliferate. In practical terms this task is undertaken by the Estates Manager. Detailed arrangements for the control of legionella are set out in are set out in Part 3 of the Health & Safety Policy.

### Asbestos Risk Assessments

In accordance with The Control of Substances Hazardous to Health Regulations 2002 and The Control of Asbestos Regulations 2012, no work in areas where asbestos has been identified, or where asbestos containing material is suspected, will take place unless a suitable and sufficient assessment of the area to determine the presence and type of asbestos, and a suitable and sufficient assessment of the risk created by potential exposure has been carried out. In practical terms this task is undertaken by the Estates Manager, in conjunction with licenced asbestos consultants.

### COSHH Risk Assessments

The Foundation will not allow any work or activity to be carried out which is liable to expose any pupil or staff to any substance hazardous to health unless a suitable and sufficient assessment of the risk created by that work or activity to the health of pupils or staff has been carried out. The assessment will identify control measures necessary to meet the requirements of the regulations which are to be effectively implemented.

Heads of Departments must be aware of all hazardous substances used or produced by the work or activity undertaken by the department. They are responsible for producing written COSHH risk assessments as deemed necessary, and for ensuring these assessments are brought to the attention of any persons liable to exposure to the substances.

### Display Screen Assessments

Regulations require the Foundation to protect employees from any risks associated with Display Screen Equipment (DSE) (i.e. computers and laptops). These Regulations only apply to employees who 'habitually use DSE as a significant part of their normal work' (daily for over 75% of the day and for continuous periods of 90 minutes or more). The Regulations do not apply to workers who use DSE infrequently or for short periods of time. For staff that are classed as DSE users, the Foundation will:

- analyse workstations to assess and reduce risks
- make sure controls are in place
- provide information and training
- provide eye and eyesight tests on request,
- review the assessment when the user or DSE changes.