

## St George's School Windsor Castle Risk Assessment and Risk Management Policy



The Governors and management of St George's School Windsor Castle are committed to promoting the safety and welfare of all members of the school community.

Priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law and best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

This policy should be read in conjunction with:

- Health and Safety Policy
- First Aid and Healthcare Policy
- Safeguarding Policy
- Trips and Visits and Events Risk Assessment and Guidance
- Fire Policy and Procedures
- Boarding policy
- EYFS Curriculum policy

### **What is a Risk Assessment?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella). It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored behind locked doors.

Risk assessments are reviewed by the Business Director and Heads of Department at intervals appropriate to each specific area/activity.

### **Which areas require risk assessments?**

A non-exhaustive list of areas requiring a risk assessment is provided in Appendix 2.

Staff should consider risk when planning all activities undertaken within school and exercise best judgement as to whether a written risk assessment is necessary. If unsure staff should consult with the Business Director.

In some instances, senior staff may consider a risk assessment for certain key areas, activities or situations. A (non-exhaustive) list of examples might include:

- Bullying – See Anti-Bullying policy and E-safety Policy
- Prevent – See Safeguarding policy
- Medical needs – see First Aid Policy
- Where complaints or allegation have arisen – see Safeguarding policy

The Business Director will make arrangement for specialists to carry out the following risk assessments:

- Fire Safety
- Asbestos
- Legionella
- Gas Safety
- Electrical Safety

### **Conducting a Risk Assessment**

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We may undertake some medium risk activities but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment where appropriate and follow instructions.

Staff may carry out medium rated activities only if they have been appropriately trained and follow best practice. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

#### **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

### Responsibilities of All Staff

All members of staff receive an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training.

Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Business Director and Trustees. All members of staff are responsible for reporting any risks or defects to the Business Director.

When conducting a risk assessment in any area consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk.

1. Hazard Severity		2. Likelihood of harm	
<i>The severity of the outcome should be rated.</i>		<i>The likelihood of the harm occurring should be rated.</i>	
Severe/Fatal	4	Certain	4
Major	3	Likely	3
Serious	2	Unlikely	2
Minor	1	Insignificant	1

By multiplying the rating of severity and likelihood a risk rating will be determined.

Even after precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is acceptable: high, medium or low. The aim is to make all risks LOW.

RESULTS		
1 – 3 Low Risk	4 – 8 Medium Risk	9 – 16 High Risk
Monitor	Plan and Introduce Further Controls	Review task and introduce controls as soon as practicable possible

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

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

### **Where are Risk Assessments stored?**

Risk assessments should be stored on the School server in one of the following locations:

- Public\_School/Health and Safety/2018 Risk Assessments
- Departmental Handbooks (for subject specific risk assessments)
- Trips and Visits (for educational trip and visits)

Risk Assessments conducted in respect of safeguarding matters are stored securely with the safeguarding records held by the Lead DSL.

Policy prepared by: KC February 2018

Last Review date: February 2019 ISI

Next Review date: February 2020

**APPENDIX 1: Risk Assessment Template**

**St George's School Windsor Castle  
RISK ASSESSMENT FORM**



<b>Area/Room/Subject:</b>			
<b>Reference points for this subject/task/room:</b> <ul style="list-style-type: none"> <li>• The Management of Health and Safety at Works Regulations 1992</li> <li>• St George's School Health and Safety Policy</li> <li>• Previous risk assessment information as relevant</li> <li>• <i>[list other regulations as relevant]</i></li> </ul>			
<b>Potential Hazards:</b>			
•			
<b>Persons at risk:</b>			
•			
<b>Control measures in place:</b>			
•			
<b>Control measures required:</b>			
•			
	Hazard Severity	Likelihood	Weighting
Without controls			
With Controls			
Carried out by:		Review Date:	
Date:		<i>Subject to no change in use of this room or change in legislation</i>	

## Appendix 2: Areas requiring risk assessment (non-exhaustive)

1. Educational
  - a. science
  - b. design & technology
  - c. art
  - d. food technology
  - e. Games and PE activity (including swimming)
  - f. music
  - g. drama & dance
  - h. general classroom
  - i. general practice rooms
  - j. school trips, visits and events
  
2. Support
  - a. catering
  - b. cleaning
  - c. security
  - d. maintenance
  - e. grounds / traffic management
  - f. offices
  - g. site visitors
  - h. fire & emergencies
  
3. Pupil Safeguarding and Welfare
  - a. Boarding
  - b. pupil supervision
  - c. playground and play equipment
  - d. In the event of delayed completion of recruitment checks