

Name of Policy	Risk Assessment
Author	Bursary
Committee for Review & Approval	Governance & Nominations
Date of Last Revision	Summer 2021
Date of Council Approval	TBC
Date of Next Review	Summer 2022
Date of Next Council Approval	Autumn 2022
Regulation Number	Part 3 16
Regulation Description	the welfare of pupils at the school is safeguarded and promoted by the drawing up an effective implementation of a written risk assessment policy;
To be read in conjunction with	Health and Safety Policy Fire Safety Policy Safety during Educational Visits Policy Emergency Disaster Procedures Safeguarding and Child Protection Policy First Aid and Accident Reporting

Revision History	
This section should be completed by the reviewer each time this policy is reviewed	
Changes made [brief description of edits]	Date [Term and Year]
Header updated to new format	Summer 2021

Availability of this document:

Copies of this document are available at francisholland.org.uk/policies/ or on request from the school office, Francis Holland School (Regent’s Park, Ivor Place, London NW1 6XR or Francis Holland School (Sloane Square), 39 Graham Terrace, London SW1W 8JF.

Application of this document:

This policy applies to both Sloane Square and Regent’s Park, and to the EYFS as well as junior and senior schools. Where there are differences in procedures between the schools this has been clearly highlighted in the appendices.

Risk Assessment

The School recognises its responsibility to safeguard and promote the welfare of pupils in its care. This includes all pupils from EYFS to sixth form. The School is also responsible for taking all reasonably practicable steps to secure the health and safety of staff and other users of the premises. As part of managing this responsibility risk assessments are completed for any activity that might pose significant risk. The purpose of a risk assessment is to identify hazards and evaluate any associated risks. This includes looking at areas such as:

- Welfare/Child Protection
- Supervision
- Health and Safety
- Fire safety
- Site security
- School Trips (see Safety on Educational visits policy for further information)
- Departments e.g. science

In addition some topic specific risk assessments are required by legislation, for example those concerning substances hazardous to health and asbestos.

Risk assessments can assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for an activity.

Method of Assessing Risk

The School has a responsibility to ensure that the risk posed to pupils, staff, property, contractors and visitors are reduced as far as reasonably practicable.

Risk assessment can be broken down into 5 steps:

Step 1 Identify the hazard

Step 2 Decide who or what might be harmed and how

Step 3 Evaluate risk and decide on precautions

Step 4 Record significant findings and implement them

Step 5 Review the assessment and update if necessary

The School's general risk assessment template is attached as appendix 1. Templates for day and residential trips are available from the Trips Coordinator.

Risk assessments are reviewed at least annually.

SCHEDULE OF REVIEW FOR KEY RISK ASSESSMENTS							
Type of risk assessment	Description	Person responsible		Format of review		Location of risk assessment	
		Regent's Park	Sloane Square	Regent's Park	Sloane Square	Regent's Park	Sloane Square
Facilities	Relating to routine facilities tasks, i.e working at height, manual handling	Facilities Manager	Facilities Manager	Reviewed on an ongoing basis as needed, with a full review in Sept. Review signed off by the Facilities Director	Reviewed on an ongoing basis as needed, with a full review in Sept. Review signed off by the Facilities Director	Hardcopies kept on file in Facilities Office	Hardcopies kept on file in Facilities Office
Fire	Internal fire risk assessment	Facilities Manager	Facilities Manager	Internal reviews conducted annually in January. Review signed off by the Facilities Director. External risk assessment conducted every three years	Internal reviews conducted annually in January. Review signed off by the Facilities Director. External risk assessment conducted every three years	Hardcopies kept in the Facilities Manager's office	Hardcopies kept in the Facilities Manager's office
Space	A general assessment of the safety of individual spaces	Assistant Head (Ops)	Deputy Head	Reviewed annually in September, review signed off by the Head.	Reviewed annually in September, review signed off by the Head.	Hardcopies kept in Assistant Head (Operations) office	Hardcopy kept in Deputy Head's office
Trip	Including travel to/from the trip, activity specific risks and medical needs	Trip organiser	Trip organiser	Prepared individually for each trip and signed off by the Deputy Head	Prepared individually for each trip and signed off by the EVC (or Deputy Head for residential trips)	Hardcopies retained by School Office	Stored on Evolve
Dept	Relating to activities and spaces specific to higher risk departments: PE, Art, Music, Drama and Science.	Head of Dept	Head of Dept	Reviewed annually in September. Review signed off by the Deputy Head	Reviewed annually in September. Review signed off by the Deputy Head	Electronically in shared drive	Electronically in shared drive

Responsibilities

All employees are responsible for assisting with and participation in the process of risk assessment. Particular areas of risk are delegated as follows:

- **Welfare/Child Protection**

The format of risk assessment as to pupil welfare may vary but the procedures followed are set out in the Safeguarding and Child Protection policy. The Designated Safeguarding Lead oversees this area of risk including assessment, record keeping, actions taken and sharing of information as appropriate.

- **Supervision**

Supervision on educational visits, including information on ratios of pupils to teachers and requirements for risk assessments are laid out in the Safety during Educational Visits policy. Risk assessments for trips are the responsibility of the trip leader under the supervision of the Trips Co-ordinator.

Supervision of pupils at other times

We ensure that children do not have unsupervised access to potentially dangerous areas such as science laboratories, the art room, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Children and young people do not have unsupervised access to the grounds, maintenance, catering and caretaking areas of the school. In order to reduce risks students are supervised by staff during break and lunch time in accordance with the school duties rota.

- **Other areas of risk**

Other areas of risk are overseen by the Health and Safety committee with specific areas of responsibility delegated as follows:

Areas of responsibility	
Health and safety	Head, Chief Operating Officer & Facilities Director
Buildings and security	Facilities Manager
Fire	Facilities Manager
First Aid	Deputy Head
Departments particularly high risk areas e.g. Art, Science, PE	Head of Department

Record keeping

Risk assessments are kept whilst relevant.

Training

All staff receive information on the school's arrangements for risk assessments and specialist training is given where required.

Guidance on completion of risk assessments is available from the Deputy Head, Trips Coordinator and the Facilities Manager.

Appendix 1 Risk Assessment Form - General

RISK ASSESSMENT – General			
Activity:			
Location:			
POSSIBLE RISK	PREVENTION	ADDITIONAL CONTROLS/ MONITORING	PERSON RESPONSIBLE

Date:

Signed: