



THE BUCHAN SCHOOL



KING WILLIAM'S COLLEGE

King William's College, The Buchan School and The Buchan Nursery

RISK ASSESSMENT: POLICY GUIDANCE TO SUPPORT CHILD PROTECTION AND SAFEGUARDING

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Issue Date: November 2017

Reviewed: March 2019

Last Reviewed: July 2020

Next Review: July 2022

1.1 **Scope**

This guidance is applicable to all those at King William's College, The Buchan School and The Buchan Nursery, with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage (UK and Isle of Man). (The requirement to produce a dedicated risk assessment policy is identified in Part 3, Paragraph 16 of the ISSRs).

1.2 **Objectives**

- 1.2.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's 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 assessment and monitoring its implementation.
- 1.2.8 If there has been significant change or a risk assessment is deemed to be no longer valid then this must be reviewed, with a timescale for action and implementation.

1.3 **Guidance**

1.3.1 The Governors delegate day-to-day responsibility for the risk management policy of the school to the Principal and Bursar, who in turn delegate responsibility as appropriate to senior managers. However, it is the responsibility of all staff to reduce risk and maintain a safe environment for all people on our sites, and also risk assess school activities and trips carried out away from school. The overall strategy will be formally reviewed on an annual basis.

1.3.2 The key risk areas include the following, also at all times incorporating the school's safeguarding and welfare requirements:

- (a) pupil supervision
- (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 e.g. in DT, Art etc
- (h) staffing levels should be part of any risk assessment, where appropriate
- (i) the suitability of staff to undertake designated roles, including checks to ensure that they are suitable, including staff not employed by the school who work with pupils on another site
- (j) risk areas which are not directly related to health and safety, including but not limited to:
 - (i) financial
 - (ii) recruitment procedures including governing body oversight
 - (iii) reputational
 - (iv) terrorism, including the prevention of fundamentalism and extremism
 - (v) pupil self-harming
 - (vi) security of the sites (over all sites, at the College, The Buchan and The Buchan Nursery, but at a high level in boarding)

1.3.3 This policy is in place to control major risks and identify sufficient procedures for risk assessment, as follows:

- (a) When to complete risk assessments:
 - Premises Risk Assessments for both sites, to be reviewed annually.
 - Areas of the premises away from the mainstream, with additional staffing if necessary, in order to manage risks appropriately.

- Fire Risk Assessments for all sites, to be reviewed annually; where applicable these must comply with any recommendations made by the Fire Safety Officer.
- Trip/Activity Risk Assessments, whenever pupils are taken off-site for any visit or trip away from school, or for any sports fixture. These must be a part of operational procedures which should include numbers of staff and details of supervision. Records must be kept of vehicles used, insurance details and a list of named drivers. Drivers using own transport must have adequate insurance and drivers' licences must be checked annually and a written record kept.
- Specific classroom activities such as science experiments.
- Catering in relation to kitchen/servery hygiene and managing allergies.
- Any outside let on any of the school sites which poses a risk those on site.
- Any Maintenance or Building Works which poses risk of harm to people or property.

(b) Responsibility for drafting and checking:

- Premises, Fire, and Maintenance/ Building Works risk assessments are the responsibility of the Bursar and the Estates Manager.
- Trip Risk Assessments and those for Teaching Activities are the responsibility of the Teacher in charge of that trip or activity.
- Catering Risk Assessments are the responsibility of the Domestic Bursar.
- Outside Lets Risk Assessments are the responsibility of the Commercial Lets Manager.

(c) Record keeping:

- Written records are to be kept of the above by the originator, with copies retained in the Bursar's Office.

(d) Training requirements for staff:

- The Deputy Head, Pastoral, the Bursar, the Head at The Buchan, the Manager of The Buchan Nursery and Heads of Department will recommend and promote training as required in any of the above areas.

1.3.4 The risk management process will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

1.3.5 The Deputy Head, Pastoral, the Bursar, the Head at The Buchan, The Manager of The Buchan Nursery and Heads of Department will be responsible for the implementation of this risk assessment policy.

1.3.6 This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, separate guidance will be issued.

1.3.7 Risk assessment training will be provided on specific areas where identified by Senior Managers and Heads of Department.

1.3.8 A basic template risk assessment form is included at Appendix 1 to this guidance. A more detailed format may be required, and specific risk assessment templates are provide for areas such as trips away from school. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

1.3.9 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

1.3.10 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

1.3.11 The Deputy Head, Pastoral, the Bursar, the Head at The Buchan and the Manager of The Buchan Nursery are to be responsible for the maintenance of risk assessment records. The management of the Risk Assessment process, and what should be covered by this, is part of the remit of the Health and Safety Committee.

1.3.12 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

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

Appendix 1: Risk Assessment Template

King William's College - (name of issue being assessed)

Site	KWC & Buchan	Name of Assessor(s)	
Area		Date of Assessment	
Activity		Line Manager	N/A

Potential Hazards	Who is affected?	A x B		= C	Control Measures to Minimise the Risk	State any further action to control the residual risk
		Likelihood	Severity	Risk Rating		
	Pupils and Staff	1	1	1		
	Pupils and Staff	1	1	1		
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Likelihood (A)		Severity (B)	
Most unlikely	1	Threat to welfare/security	1
Unlikely	2	Minor Injuries	2
Possible	3	Major Injuries	3
Likely	4	Major Injuries to several people	4
Most Likely	5	Single Death	5
Certain	6	Multiple Deaths	6

Determine the likelihood of occurrence (A) and the consequence (severity) of occurrence (B) and then multiply to give the risk rating (C)

Risk Rating	Classification	Action Required
1 - 3	Minimal Risk	Keep control measures under review
4 - 6	Low Risk	Fine tune control measures
7 - 11	Medium Risk	Control measures to be improved
12 - 36	High Risk	Consider stopping activity until control measures are improved

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

Educational

- science experiments
- design & technology
- food technology
- sport and PE activity
- Duke of Edinburgh award
- art
- CCF
- music
- drama & dance
- general classroom
- school trips

Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- premises
- fire & emergencies

Pupil Safeguarding and Welfare (non-exhaustive)

- health and well-being
- supervision
- medical
- anti-bullying
- self-harm