16a Risk Management and Assessment Policy

For Truro School (Including Prep and Pre-Prep Schools)

A copy of this policy is published in the following areas:
The school's website

Reviewed: September 2021
Date for next review: September 2022
Reviewed by: Kieran Topping, Business Director

1.   Scope

1.1   This guidance is applicable to all those 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), National Minimum Standards for Boarding and Early Years Foundations Stage.

1.2   This Risk Management and Assessment Policy identifies what processes Truro School has in place to reduce risks as low as is reasonably practicable. By identifying the hazards associated with School activities suitable and sufficient control measures can be put in place to ensure that these activities are conducted in as safe a manner as possible so as to protect the pupils and employees of Truro School.

2.   Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 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 that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- 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 management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

3.   Guidance

3.1   The Governors, Head and Head of Prep are responsible for the overarching risk management policy of the schools and the implementation of the Risk Assessment Policy for Truro School and Truro Prep School. These will be formally reviewed on an annual basis.

3.2   The following are designated as key areas of risk:

- Pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding.
- School trips.
- Management of visitors on school premises.
- Fire and emergencies.
- Traffic and pedestrian interaction on site.
- Management of hazardous substances.
- Use of hazardous equipment e.g. in DT, Art etc.
- 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.
- Sports and Adventure Training activities.
- School Security.
- On site vehicle movements.
- First Aid and medical needs
- Early Years Foundation Stage (EYFS)

3.3   Areas of risk which are not directly related to Health & Safety include, but are not limited to:

- Financial.
- Recruitment procedures including governing body oversight.
- Reputational.
- Terrorism, including the prevention of fundamentalism and extremism.
- Pupil self-harming.
- Security, specifically in boarding or EYFS areas.

4.   Areas requiring Risk Assessments

4.1   As a guide the following areas, non-exhaustive, will require risk assessments producing:

- Reportable Diseases

- Educational:
  EYFS.
  Science experiments.
  Design & technology.
  Sport and PE activity.
  Duke of Edinburgh Award.
  Art.

Music.
Drama & dance.
General classroom.
School trips.
School events.
Adventurous activities.

- Support:
Catering and Cleaning.
Caretaking and Security.
Maintenance.
Grounds.
Traffic Management.
Visitors.
Fire & Emergencies.
Pupil safeguarding and welfare.
General office based work.

5.   Risk Assessment Policy

5.1   When. Activities which have the potential to cause harm, whether injury or damage, are to have a Risk Assessment raised to ensure that all hazards have been identified and suitable control measures put in place. Where the existing control measures are insufficient additional measures must be applied or the activity modified or cancelled.

5.2   Who. The person responsible for the activity owns the risk and is the person who will complete the Risk Assessment. Advice can be sought from the H&S Advisor if required and the Risk Assessment must be checked by the Head of Department. The Risk Assessment is a live document and will be continually consulted to ensure that the correct level of safety is being maintained. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

5.3   Records. The Head of Department and Prep School Co-ordinators are responsible for the maintenance of risk assessment records.

5.4   Training. All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis and Risk Assessment training for specific areas will be provided as and when required. Where necessary, this will include contract staff, visitors and volunteers.

5.5   Risk Assessments will take into account:

- Hazard - something with the potential to cause harm.
- Risk – An evaluation of the likelihood of the hazard causing harm.
- Risk Rating – Assessment of the severity of the outcome of an event.
- Control measures – physical measures and procedures put in place to mitigate the risk.

5.6   Process. There are 6 steps to completing a Risk Assessment:

- Identify the hazards (what could go wrong)
- Identify who might be harmed and how.
- Evaluate the risks – How likely is it to go wrong and how serious would it be if it did.
- Decide whether existing controls are adequate or if more are required – What are you doing to stop it.
- Record the findings.
- Monitor and review – How are you going to check that your plans are working.

5.7   Review. Risk assessments will be reviewed:

- When there are changes to the activity – such as new equipment or work processes.
- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually if none of the above apply.