RENDCOMB COLLEGE

NURSERY • JUNIOR • SENIOR

# Risk Assessment Policy

**(ISI: 16a)**

**Person Responsible:**

Headmaster/Bursar

**Reviewed:**

August 2025

**Next Review:**

August 2026

Aims

The aims of this policy are:

- 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 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.

It should be read in conjunction with the Health and Safety policy which is updated annually and which is accessible to all members of staff. It is applicable across all areas of the school including EYFS.

Scope

Consideration is given to all areas of the school's management and operation when deciding on the approach to risk assessment. This includes the consideration of the following, non-exhaustive, list of possible areas for assessment:

1. 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
2. school trips including those on the estate;
3. management of visitors on school premises;
4. fire and emergencies;
5. traffic and pedestrian interaction on site;
6. management of hazardous substances;
7. use of hazardous equipment either inside or outside the classroom;
8. individual consideration for buildings and areas of the school;
9. sporting activities;
10. risk areas which are not directly related to health and safety, including but not limited to reputational, financial, operational and security.

Management of risk assessments

Risk Assessments fall under the remit of the Bursar in her role at school. On a day-to-day basis the responsibility for the updating and implementation of risk assessments covering the

operational aspects of the school is delegated to the Head of Estates and Operations as Health and Safety Officer as follows:

- Risk assessments, including fire risk assessments, are drawn up as needed on an area and task specific basis;
- These assessments are updated regularly by requiring the head of department to check and confirm that they are still valid and that there have been no changes to the processes and procedures in their area;
- Training in specific areas is carried out as needed either internally (fire, minibus driving etc) or through the use of qualified external assessors via attendance at seminars and courses;
- All staff receive guidance on risk assessment on induction into the school, and through the Health and Safety policy.

Risk assessments will take into account:

1. Hazard - something with the potential to cause harm
2. Risk - an evaluation of the likelihood of the hazard causing harm
3. Risk rating - assessment of the severity of the outcome of an event
4. control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

1. What could go wrong?
2. Who might be harmed?
3. How likely is it to go wrong?
4. How serious would it be if it did?
5. What are you going to do to stop it?
6. How are you going to check that your plans are working?

Risk assessments will be reviewed:

1. When there are changes to the activity
2. After a near miss or accident
3. When there are changes to the type of people involved in the activity
4. When there are changes in good practice
5. When there are legislative changes
6. At least annually, if for no other reason

The Bursar maintains and holds the Risk Register which details other business related risks. This is updated as needed and reviewed termly by the Finance Committee of the Governing Body.