

RISK ASSESSMENT & MANAGMENT POLICY

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.

Statutory Regulations (Legal Framework):

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc Act (1974)
- The Management of Health and Safety at Work Regulations (1999)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013)
- DfE (2014) Health and safety: advice on legal duties and powers
- DfE (2022) Keeping children safe in education.
- DfE (2022) National Minimum Standards for boarding schools

Policy Statement (Statement of intent)

St Edmund's College & Prep School are committed to providing a safe and healthy working environment that inspires and supports academic achievement. This policy sets out the procedures the College will follow to identify and manage the health and safety of staff members, pupils and visitors who may be affected by the school's activities.

The purpose of a risk assessment is to enable the College to determine what measures should be taken to comply with the duties under the relevant statutory provisions.

This policy will be always adhered to by all staff members and the board of governors.

The level of activity at the College is varied and the risks associated with all activities are minimised by thorough planning and a comprehensive risk assessment process.

Responsibilities

The Board of Governors is responsible for:

- The overall responsibility of risk management at St Edmund's College.
- Delegating strategic decisions for the operational management of risk, health and safety to the Headmaster.

The Headmaster is responsible for:

- Ensuring potential hazards are identified and risk assessments are conducted as appropriate.
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained.

- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as reasonably practicable.
- Implementing frameworks for decision-making and corporate strategies which consider risk assessment principles.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the board of governors.
- Delegating the strategic operational management of risk, health and safety to the Bursar and health and safety officer.

Responsibility of the Leadership Team:

- Support the Head in the implementation of this policy.
- Ensure that staff reporting to them are made aware of this policy and the need for risk assessments.
- Ensure that they report to the Head on any areas of concern.
- Ensure that they report and investigate incidents occurring within their areas of work, in accordance with the local authority (LA) procedure.
- Establish and maintain safe and secure working procedure, minimising risk as far as is practicable.
- Provide sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own security.
- Ensure that relevant risk assessments are performed, the results recorded, and any necessary action taken.

Responsibilities of Class Teachers and Support Staff:

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or malfunction in accordance with school procedure.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Ensure that they are familiar with current risk assessments and follow their guidance.
- Make parents/volunteers aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of a member of the senior leadership team.
- Take reasonable care of their own safety, as well as that of pupils, visitors, and other staff members.
- Undertaking their work in accordance with training and instructions.
- Cooperating with the College on health and safety matters.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures implemented.
- Reporting any risks or defects to the risk assessment author or health and safety officer to create a new, or update, risk assessments.
- Participating in risk management training delivered by St Edmund's College and Prep School.

Visitors, Visiting Staff and Volunteers

- Regular visitors and other users of the premises will be required to observe the health and safety guidance for the school including risk assessments for the activities they engage in.
- Groups and individuals running clubs at the school will be required to produce their own risk assessments for the activities that take place. These will be kept on record and will be required to be reviewed annually.

Pupils and Parents:

- Parents and guardians are requested to encourage their children to:
- follow the school's code of conduct.
- observe all the health and safety arrangements for the school as requested.
- refer any concerns they may have to school staff.

Parents in school are subject to the same risk assessments as members of staff and children. Additional consideration will need to be given to any specific physical needs of additional adults.

Risk Assessment

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, equipment or structures, particularly in the case to College staff and pupils that could result from a business activity or situation and to identify action needed to reduce the level of risk to a level as low as reasonably practicable.

Definition(s)

- **A hazard** is anything with the potential to cause harm e.g. chemicals, electricity.
- **The risk** is the likelihood of that hazard to cause injury, death, or damage.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce these risks.
- Risk control measures are the measures, actions, and procedures that are put in place to minimise the consequences of unfettered risk (e.g. substituting harmful chemicals, staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).
- Risk assessments are used to identify the potential hazards to people from the College's activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, boarding, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste) risks.
- Risk Assessments are recorded and reviewed annually or when required. The College Risk Assessment Form is used and model Risk Assessments from CLEAPPS are used by Science and Design & Technology.

ACTIVITY

Trips and Visits
Maintenance Activities
Grounds Maintenance
Cleaning & Room/Venue set ups
Building Work Activities
CCF
Fire Risk Assessment
Pregnancy Risk Assessment
Individual Classrooms
Swimming Pool & Butler Hall activities
Playing Fields/Pitches/Courts
Boarding
Machinery/Equipment

RISK ASSESSMENT RESPONSIBILITY

Trip leader (overseen by EVC)
Head of Maintenance
Head of Grounds
Domestic Services Manager
Bursar/Head of Maintenance
MOD/SSI/CC
Bursar/Fire Safety Officer/Head of Maintenance
Head of Department/Line Manager/HR/ Health & Safety Officer
Head of Department/Teacher
Director of Sports
Director of Sport/Estates Bursar/ Head of Grounds
Head of Boarding
Head of Department owning the equipment

This list is not exhaustive.

St Edmunds College & Prep School – Risk Assessment

Department(s):

Name of Assessor:

Activity/Location:

Date Assessment:

Review Date:

Serial	Activity / Location	Hazards Identified	Existing Controls	Is Risk Acceptable Yes/No	Additional Control Measures	Residual Risk Acceptable Yes/No
(a)	(b)	(c)	(d)	(e)	(f)	(h)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Risk Rating: LOW MED HIGH

	Name	Position / Role	Date	Signature
Existing & Addition Controls Agreed				
Additional Controls Implemented				

Staff Signatures				
5 Step Guide to Risk Assessment Step1: Identify the hazards Step2: Decide who might be harmed and how Step3: Evaluate the risks and decide on precautions Step4: Record your findings and implement them Step5: Review your assessment and update if necessary	Name	Position / Role	Date	Signature

Training

All Staff receive training in Risk Assessment as part of Induction into the College and records are kept by the HR Department. Specialist training in Risk Assessment is given to staff whose work requires it e.g. Science, D&T, P.E, Maintenance, Grounds Maintenance etc. Refresher training takes place to update staff on Risk Assessment.

Owner of policy:	Bursar		
Reviewed by:	Assistant Head Community Life	Health & Safety Officer	
Frequency of review:	Annually		
Policy last reviewed:	Lent	2024	
Next review date:	Lent	2025	
Sub-Committee reviewed at:	Academic Sub-Committee		