



# Risk Assessment Policy

## Rationale

Edgbaston High School (the School) attaches the utmost importance to the safety, health and welfare of its employees, pupils and visitors at the School. The School aims to comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives, Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

The Governors bear ultimate responsibility to provide leadership, day-to-day responsibilities are delegated to the Headmistress and the Facilities Manager.

This guidance is applicable to general risk assessments. Where specialist skills are required e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance. The school adopts the CLEAPSS Advisory Service model risk assessments in science.

## Linked policies:

Risk Management Fire Safety Safeguarding Recruitment  
Crisis Management Educational Visits Health and Safety

## Objectives

The School aims to, in so far as is reasonably practicable, adopt good safety practices. These will ensure:

major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare,

- suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk,
- identified control measures are implemented to control risk so far as reasonably practicable,
- those affected by school activities have received suitable information on what to do,
- risk assessments are recorded and reviewed where appropriate,
- there are nominated staff responsible for conducting risk assessments and monitoring their implementation.

## Success Criteria

The minimisation of risks in the workplace by careful selection and design of facilities, equipment and processes together with the effective control measures and training for employees.

- The health and safety of pupils and staff both onsite and involved in offsite school activities
- Staff are able to identify and manage risks appropriately
- School monitors risk in an effective and systematic manner on a regular basis

## Methodology

### 1. Implementation

The Headmistress and Governors will be responsible for the overarching risk management policy of the school (see separate policy).

The management team will take steps so far as are reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The management team will make the necessary risk assessments, provide induction, training and provide information and supervision for employees at all levels. Training records are kept by the Director of Co - Curricular, the Facilities Manager and the Head in the Preparatory School. It will consult on a regular basis with all employees/ staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

All aspects of risk assessments remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee. Risk assessments for all activities and rooms are updated annually or following an incident which causes concern and checked by Mrs Lara Batchelor, Senior School and the Head of the Prep School.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work, pupils, parents, visitors etc. To achieve this employees must:

- Obey all the safety rules and procedures including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their Department Head or Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

The school will consider the risk to safety involved in:

- pupil supervision including safeguarding and welfare requirements (eg, Prevent, bullying, peer abuse, allegations)
- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material,
- contractors in schools,
- management of visitors on school premises,
- in and out of school activities with pupils,
- fire and emergencies,
- traffic and pedestrian interaction on site,
- lessons (activities, recreation, sport)

- 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,
- risk areas that are not directly related to health and safety:
  - financial
  - recruitment procedures including governing body oversight and late DBS checks
  - reputational
  - terrorism, including the prevention of fundamentalism and extremism security, specifically in the EYFS area

Suggested content: when risk assessments should be completed and by whom, any system of authorisation, recording (including any pro-forma), training for staff,

### **Risk assessments**

Risk assessments should be completed whenever there is a need to assess risk. They should be completed by the person in charge of an activity or by those who have responsibility for management of risk in certain risk areas, as outlined in appendix 1

Proformas for risk assessments can be provided by the Director of Co-Curricular and Outreach or can be found on the Health and Safety area of OneDrive (see appendix 2 for examples). The Director of Co-Curricular keeps copies of all risk assessments that have been completed and these can be inspected at any time.

Risk assessments should include;

- 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.

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.

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.

## **2. Monitoring**

The school's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy. Day to day management is delegated to the Headmistress, and Finance Manager. The School is organised so that all staff share in the responsibility for risk monitoring. Staff communicate their findings regarding Risk Monitoring to either their line manager or the Director of Co-Curricular and Outreach. They can also raise items to be discussed at the Health and Safety Committee.



A copy of this policy is on OneDrive, which is accessible to all employees when they join the school. When changes have been made to the policy, an updated version will be uploaded to OneDrive and employees will be notified.

Managers take responsibility for the material completeness of the risk identification, the material correctness of their risk analysis, as well as for the timeliness and appropriateness of their risk decisions, and the implementation, tracking and reporting of risk where appropriate.

## **Evaluation**

### **Organisation**

The school's organisational structure for risk assessment will be regularly evaluated to ensure that responsibilities for risk assessments are clearly defined.

### **Control**

The school will ensure that appropriate training is made available, as required, including by relevant specialists.

### **Communication**

All employees will be regularly updated on safeguarding, welfare and safety requirements and will be directed to the policies on OneDrive relating to this policy. These documents will form the basis for monitoring and review, to ensure that a good standard of child and staff welfare is achieved.

## **Review**

The overall strategy will be formally reviewed on an annual basis by Headmistress and Director of Co-Curricular and Outreach.

Signed by the Headmistress

CA Macro

Approved by the Governing Body:

Approved by  
The Governing Body

Date:

27/09/24

Review date: July 2025

## Appendix 1: Risk Areas

Area	Responsibility/ Title	Name
Safeguarding including pupil supervision, prevent and welfare requirements.	Designated Safeguarding Leads	Miss C Robinson- Prep Mrs A Cirillo-Campbell - Senior School Mrs H Robinson -Westbourne
School Trips	All Staff Director of Co-Curricular - EVC Head of Prep	Mrs Lara Batchelor Mrs Nina Hobson
Management of visitors on school premises	Teaching Staff responsible for inviting visitors Facilities Manager Admissions Staff	Mr W Hayes Mrs A Jackson and Mrs H Smith
Fire and Emergencies	Fire Officer  Health and Safety	Mr W Hayes  Mrs L Batchelor
Outside Spaces	Facilities Manager	Mr W Hayes
Traffic and pedestrian interaction on site	Facilities Manager	Mr W Hayes
Management of hazardous substances	Head of Physics and Radiation officer Head of Art Facilities Manager	Mr J Sabotig and Dr D Royal Ms S Mullett Mr W Hayes
Use of hazardous equipment e.g. in DT, Art, General Maintenance	Head of Art Head of Food, Nutrition and Textiles Facilities Manager Catering Manager	Mrs S Mullett Mr P Ford Hayes Mr N Hall
The suitability of staff to undertake roles in the school Safer Recruitment	Headmistress Head of Prep Member of Governing Body with responsibility for this area	Mrs C Macro Mrs N Hobson Mrs A Howarth
School's Finances	Finance Director	Mrs B Kail
Security	Facilities Manager	Mr W Hayes
Governance oversight	Chair of Governing Body	Mr M Chitty

## Appendix 2: Health and Safety Checklist for Classrooms

Form Room \_\_\_\_\_

	Points to Consider	Yes	Further Action needed	N/A
Movement around the classroom (slips and trips)	Is the flooring in good condition?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is the lighting bright enough to allow safe access and exit?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened. eg cupboards, display boards, shelving etc?			
	Is the furniture in good repair? Girls should not be allowed to rock on chairs.			
	Is portable equipment stable eg a TV set on a trolley?			
	Where window restrictors are fitted to upper floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected so that there is minimum risk of burns to children and staff?			
Computers	Have pupils been advised about good practice when using computers?			
Electrical equipment	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has the portable equipment been PAT tested?			

	<b>Points to Consider</b>	<b>Yes</b>	<b>Further Action needed</b>	<b>N/A</b>
Fire	If there are fire doors in the classroom are they: Unobstructed Kept unlocked Easy to open from the inside? Are the fire evacuation procedures clearly displayed?			
	Are you aware of the fire evacuation drill?			
Other issues	Can a reasonable temperature be maintained during the use of the classroom?			
	Are measures in place, eg blinds, to protect from the glare and heat of the sun?			

Please list any other hazards associated with the daily use of your classroom below, including any further actions which are needed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**VISIT SPECIFIC RISK ASSESSMENT EHS**

TITLE/VENUE	Departure DATE	Visit wholly within school hours	Result risk rating
VISIT LEADER	No of adults (inc leader)	Number of students	Result risk rating
Section of the visit	Initial Risk rating	Who is at risk	Result risk rating
Getting to venue			
Safeguarding/supervision			
Incident/Illness			
Environment/Weather			
Venue/Provider/Site			
Activity arrangements			
The Group (medical/anxieties/behaviour)			
Significant and Foreseeable Hazards			

What is your plan "B" and any other relevant contingency information

**Additional Information:**

**On-going Risk assessment- the most essential element: 1: Apply the control measures- 2. Monitor their effectiveness -3.Amend & Adapt as required**

Risk Assessment completed by:

All staff will be appropriately experience and qualified to competently fulfil their leadership roles and responsibilities

Date:

The risk assessment will be shared with the relevant adults on the visit