



Risk Assessment Policy and Procedures

1. Introduction and Objectives

The aim of this policy is to enable the College to meet its duty of care to students and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all College business operations, as far as is reasonably practical.

This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1987 amended 2016 dictate that the College has an absolute duty to carry out risk assessments to ensure such obligations are met. The Independent Schools Standards Regulations require that the College ensures the **wellbeing** of students is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy; Health and Safety Policy; Safer Recruitment Policy; First Aid Policy and Fire Policy, and each school's Educational Visits Policy and Supervision of Students Policy (to be found in the staff handbook).

Objectives

- *To identify and manage major risks as part of an overarching policy with a view to promoting the safety and **wellbeing** of all in our school community*
- *To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk*
- *To implement control measures to control risk so far as reasonably practicable*
- *To inform those in charge of school activities*
- *To review risk assessments when appropriate*

1.2 Responsibilities

The Directors and Principal are responsible for the overarching risk management policy of the school. The Bursar, the Headteacher of the Junior School, Heads of Department and other key organisers of activities are responsible for the implementation of this policy. All members of staff are made aware of the school's arrangements for risk assessments and health and safety during induction. Specialist training is given to those whose work requires it. All members of staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. All members of staff are responsible for reporting any health and safety issues, risks or defects to the Bursar. This policy is applicable to general risk assessment. Where specialist skills are required (such as asbestos, fire, water quality and hazardous substances) there are separate arrangements in place organised by the Bursar. Classroom risk assessment checklists are also in place for guidance.

1.3 Heads of Teaching and Support Departments

At the Upper School, the Heads of Departments or Managers have control over the activities in that department and therefore need to ensure decisions made take into account safety requirements. At the Junior School, this responsibility is held first by the SLT, alongside Phase and Curriculum Leaders. A key way to achieve this is by completing a risk assessment and ensuring work activities within the department are carried out safely. Those responsible must ensure appropriate risk assessments are in place and review them on an annual basis or after an incident/accident to ensure the risk assessment accurately reflects operations and activities in their department. They should ensure that risk assessments are stored on the shared area for ease of access and reference. Line managers are expected to ensure this happens.

1.4 Responsibilities of All Staff

All new members of staff are given an induction into the College's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for implementing the health and safety policy and arrangements (including risk assessments) along with members of the SLT in order to enable the Directors to comply with their health and safety duties. Visitors to school must report to the School Office and be met by a member of staff in line with the school's policy for visitors and speakers. All staff have a part to play in challenging any visitors on site without authorisation indicated by a clear visitor badge issued by the School Office. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager.

2. The Purpose of Risk Assessment

Risk assessment is a tool for conducting a formal examination of the harm or hazard to people.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring.
- A risk assessment is the resulting assessment of the severity of the outcome and the control measures to mitigate the risk

Risk control measures are the measures, actions and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. 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.

All staff must be familiar with the risk assessment policy and implement any risk assessments relevant to their area of activity. Risk assessment training will be provided on specific areas where identified by the Bursar, EVC and Heads of Faculty/Department. This will be updated as and when necessary through school INSET.

Risk assessments must focus on prevention from accidents and injuries that could seriously injure or kill. They must be shared with relevant staff. The risk assessment process will take into account:

- what could go wrong?
- who might be harmed?
- how likely is it to go wrong?
- how serious would it be if it did?

- what will be done to mitigate it?
- opportunities for feedback and review.

2.1 Conducting a Risk Assessment

A range of approaches should be considered including but not exclusively:

- 1) Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
- 2) Substitution - Replace the material or process with a less hazardous one.
- 3) Engineering Controls - for example use work equipment or other measures to prevent falls, where you cannot avoid working at height, install or use additional machinery to control risks from dust or fumes or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
- 4) Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
- 5) Personal Protective Clothing and Equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

2.2 Review of Risk Assessments

All risk assessments should be regularly reviewed:

- when there are changes to the activity
- 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, such as HSE guidance
- when there are legislative changes
- annually if for no other reason

Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practices change or in the event of an accident. The College's arrangements for the management of health and safety, includes plans for regular health and safety audits of the fabric of the school, its plant, machinery and equipment. The College operates a fault reporting system that all staff have access to, for the reporting of faults and hazardous conditions on the premises. When working with a contractor, their H+S Manager must provide appropriate risk assessments.

The Bursar will be responsible for the maintenance of risk assessment records, except for those relating to educational visits.

2.3 Safeguarding and Child Protection

Through the Safeguarding and Child Protection Policy and training for all staff, safeguarding risk is minimised. Safeguarding forms the core of our child protection risk management. Safer

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recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children and are not allowed to work in the UK. Through policy and training, staff are made aware of the risks to child protection posed by student safeguarding issues as defined by the Safeguarding and Child Protection Policy, including the dangers posed by other students and the risk of peer on peer abuse, including sexting.

2.4 Pupils' Pastoral, Welfare and Wellbeing Risk Assessment

Risk assessments for individuals or groups of pupils are sometimes required, depending on the circumstances. These might include instances where a pupil is experiencing adverse physical or mental health, a bereavement or other personal circumstance which might pose a risk to their wellbeing. At the Junior School, weekly Phase meetings focus on pastoral issues, ensuring the sharing of relevant information. At the Upper School, these are either written and recorded or completed orally at meetings of the Pastoral and Wellbeing Committee. Safeguarding risk assessments are confidential and prepared by the DSL with HsoY. These are stored on the relevant student's file. Information is shared, where needed, to protect individuals.

2.5 Pastoral

Through the Wellbeing programme of study, Assemblies and in lessons, students are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

3. General Arrangements

General risk assessments should consider the following generic hazards:

- Safeguarding of students
- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Preventing unauthorised access to high risk areas

However, different departments will have specific hazards that need to be assessed. Risk assessments should aim to eliminate the hazard where reasonably practicable and then look to reduce the risks, protecting students, staff and others, identifying safe ways of working and reducing the likelihood of ill-health or injury. Line Managers and Heads of Departments are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of students and staff.

3.1 Educational Areas

Elizabeth College subscribes to the CLEAPSS Advisory Service (www.cleapss.org.uk) that provides model risk assessments for activities in Science, Art and Design and Technology. Teachers are provided with professional training courses.

There are number of higher risk student-focused activities, each of which requires a risk assessment:

- all staff should be familiar with the safeguarding policy and KCSIE part 1
- outdoor adventurous training and overnight trips
- science experiments
- design and technology equipment and tasks
- each sport and PE activity
- Duke of Edinburgh award and Adventure Skills scheme activities
- art activities and equipment (including the clay and print studios)
- CCF activities
- music activities
- drama activities and sets (including the set build and break down, back stage, stage/performance, props room and lighting box)

3.2 Classroom and Office Risks

The classroom health and safety checklist will be provided to teachers annually, to be completed by teachers during INSET and returned it to the Bursar who will create an action plan for the Maintenance department to implement any necessary remedial measures.

3.3 Support Areas

Catering and Cleaning: risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

Caretaking and Security: risk assessments include the laboratory, stairs, corridors and emergency exits in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, asbestos and legionella. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Estates (Maintenance): risk assessments and training is required for every major tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds: risk assessments and training is required for every major tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

3.4 Special Constables and Car Park Management

Special constables are responsible for managing traffic flow as students cross the road at the school main exits at the end of the day and by arrangement. The Maintenance Team also assists with car parking on the forecourt when there are school events such as Parents' Evenings.

3.5 Educational Visits

Elizabeth College has a separate policy for educational trips involving students, which is overseen at the Junior School by the Headteacher and at Upper School by the Educational Visits Co-ordinator (EVC). For full details please see the Educational Visits Policy which covers routine trips, major trips and arrangements for dealing with external organisations.

3.6 Access by Students to Risk Areas

Risk assessments of all areas of the school reinforce the policy of ensuring that our students do not have unsupervised access to potentially hazardous areas, such as cleaners' cupboards or boiler rooms, the swimming pool, Estates Workshop and store, the Science Laboratories, the Design Technology centre, the CCF store. Doors to these areas are kept locked when not in use. Students are only allowed access if risks are suitably controlled or accompanied by a member of staff. Students do not have access to the operational areas of the school, such as Estates Maintenance and kitchens.

3.7 Recruitment

The Recruitment Policy requires a risk assessment to be completed in cases where a member of staff is appointed prior to all DBS and vetting checks being in place. Members of staff will not be permitted to start work until all the required vetting checks have been completed.

3.8 Requirements for contractors

If a contractor is employed to undertake work on behalf of the College during term time the person engaging the contractor, usually the Bursar, must ensure appropriate arrangements are in place before work starts. The requirements include:

- Suitable and sufficient risk assessment that covers the work must be provided by the contractor.
- Public and Employers' Liability Insurance – copies must be provided by the contractor.
- A copy of the Asbestos Register must be given to the contractor.
- Safeguarding arrangements must be adhered to. The contracting member of staff must liaise with the Bursar/Health and Safety Coordinator to ensure appropriate vetting checks are in place for the contractor staff or arrangements for suitable supervision of the contractor.

Contractors employed to complete work outside of term time are asked to complete a risk assessment if they are carrying out 'hot' or asbestos related work, and provide copies of Public and Employers' Liability Insurance. Only College HR DBA approved contractors are allowed on-site unaccompanied.

3.9 Events

Planning for significant events will also require a risk assessment. The event organiser should consider the following with support from the Bursar:

- safety of any temporary structures
- sufficient lighting
- safe access and egress
- first aid provision and equipment
- recording of accidents/incidents
- fire safety arrangements and venue capacity limits
- segregation of pedestrians and vehicles (inc. parking arrangements)
- safeguarding arrangements
- for external organisations, a facilities contract must be signed

3.10 Medical and First Aid

Accident forms are maintained by the school office which is responsible for ensuring that accident reports are passed to the Bursar. The School's First Aid Policy explains the procedures that we would follow in the event of a medical emergency. The Bursar is responsible for making decisions regarding reporting any notifiable accident that occurs on school premises to the HSE in accordance with the States of Guernsey HSE policy on Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

3.11 New and Expectant Mothers

Appropriate risk assessments will be made in accordance with the College's maternity policy.

4. References, Resources and Related Policies

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work Act etc. 1974
- HSE Publication "Risk Assessment – A brief guide to controlling risks in the workplace." INDG163(rev4)
- CLEAPSS Advisory Service www.cleapss.org.uk
- Health and Safety Policy
- Asbestos Management Plan