



RISK ASSESSMENT POLICY

Scope

This policy applies to the John Lyon School and Quinton Hall – John Lyon's Prep School. All references to 'the School' refer to both Senior and Prep schools except where otherwise specified.

Introduction

The Health and Safety at Work etc. Act 1974 sets out the general duties which an employer (the School) has towards its employees and others (including pupils, visitors and contractors), and employees have to themselves and others. These duties are qualified by the principle of 'so far as is reasonably practicable' – the School should take measures to avoid or reduce risks where they are technically possible and where the time, cost and resource of measures is proportionate to the risk.

The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) set out employers' obligations in managing health and safety under the 1974 Act. A particular requirement is to assess the risks to which employees (and others) are exposed at work. Employers with five or more employees need to record the significant findings of risk assessments.

Risk assessments should be straightforward in a workplace such as a typical office. This policy aims to determine a systematic approach to identifying and reducing risk.

Responsibilities

Heads of Department & Line Managers are required to undertake risk assessments, ensure they are practically implemented and effectively communicated with staff and others as appropriate.

All employees of the School are responsible for assisting in the production of risk assessments and adhering to risk assessments that are applicable to their activity/operation.

The Health and Safety Manager (as identified in the Health and Safety Policy) is responsible for ensuring that risk assessments have been conducted and subsequently reviewed when required.

The Board of Governors are responsible for allocating resources in response to risk assessment outcomes and determining a course of action should a risk be identified that cannot be reasonably controlled, so far as is possible. Governors are responsible for ensuring that frameworks are in place for decision making which incorporate risk management principles and that staff are suitably trained.

Methodology

Staff conducting risk assessments should familiarise themselves with the various documents on how to carry out and complete a risk assessment available in the Health and Safety folder on the R: Drive. Periodic formal training is arranged (online or with a suitably qualified individual).

How to conduct a risk assessment

Members of staff conducting risk assessments should follow these steps:

- Establish whether the activity/operation/location requires a risk assessment
- Identify **what individuals** are at risk
- Identify the **hazards** (i.e. something with the potential to cause harm)
- Evaluate the **risk** (i.e. the likelihood of harm being realised and its severity)
- Establish a **risk rating** score (Likelihood x Consequence)
- Introduce **control measures** to reduce the risk rating
- Establish a residual risk score after control measures (Likelihood x Consequence)

Referencing School Policies

When assessing the need for a risk assessment or when a risk assessment is being conducted, it is important to refer to relevant school policies and applicable legislation and guidance, including:

- Health and Safety Policy
- Behaviour, Rewards and Sanctions Policy
- Safeguarding and Child Protection Policy
- Supervision Policy
- Educational Visits (see specific guidance)
- First Aid Policy
- Preventing Extremism and Radicalisation

Proceeding with the activity/operation/location

Risk Assessments must be signed by the assessor and approved by the Health and Safety Manager before proceeding with the activity. In general, the following principles apply:

Any activity with a residual high-risk rating after control measures should not proceed, except where approved by the Health and Safety Manager, who will review or seek external advice, and where appropriate sign off a cover note before the activity commences. If there are no high residual risk ratings, the activity may go ahead.

Recording, Monitoring and Review

All risk assessments are sent to the Health and Safety Manager for approval and oversight. and recorded in the Health and Safety folder on the School's R: Drive, with a folder for each department, accessible to all staff to ensure transparency. Heads of Department and line managers have responsibility of maintaining department.

Risk assessments should be reviewed when there is a material change, or otherwise usually every two years. New activities, operations or use of spaces should be reviewed and consideration given separate, additional risk assessments.

Departments and Activities/Operations requiring Risk Assessments

Many regularly occurring activities do not require risk assessments. Others inherently contain risks requiring controls, including but not limited to:

- Science
- Sport and PE
- Outdoor Education (inc. school trips and off-site activities)
- Art
- Estates, Grounds and Caretaking
- Activity requiring machinery
- Activity with an inherent fire risk
- Catering
- Visitors and Contractors
- Manual handling