



# LOCHINVER HOUSE

## Risk Assessment Policy

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It is not only a legal requirement, but also Lochinver House School's belief that risks to health and safety should be controlled wherever possible through suitable and sufficient risk assessments. These assessments are conducted in this School on a regular basis and cover all identified risks to our boys, our staff, our buildings, and our grounds, in our daily routines and at all school events.

### Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, and Early Years Foundations Stage standards

### Objectives

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is significant risk.
- 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 risk assessments are recorded and reviewed when appropriate

### Guidance

- The Bursar with support from the Health & Safety Committee, the Health and Safety Consultant, Caretaker and Heads of Department is responsible for the implementation of this policy.
- This guidance is applicable to general risk assessment. Where specialist skills are required, eg 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.
- All staff will receive guidance on risk assessment as part of their induction. Risk assessment training will be provided on specific areas where identified by the Bursar, Caretaker or Head of Department.
- A template risk assessment form is included at Appendix 1 to this guidance. The School adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.
- Risk assessments will take into account:
  - hazard - something with the potential to cause harm
  - risk - an evaluation of the likelihood of the hazard causing harm
  - risk rating - assessment of the severity of the outcome of an event
  - control measures - physical measures and procedures put in place to mitigate the risk
- The risk assessment process will consist of the following 6 steps:
  - what could go wrong
  - who might be harmed
  - how likely is it to go wrong
  - how serious would it be if it did
  - what are you going to do to stop it
  - how are you going to check that your plans are working
- The Bursar will be responsible for the maintenance of risk assessment records.



## Frequency of Risk Assessments

Risk assessments will be 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
- when there are legislative changes
- annually if for no other reason

The School completes its own specific risk assessments with regards major on and off site activities

- Educational visits and trips
- Staff responsible for taking children off site must carry out a risk assessment including the required adult/ child ratio. Before it can take place the activity must be authorised and the form signed by the Headmaster (or in their absence the Deputy Head).
- EYFS settings
- Educational – Science, Design and Technology, Food Technology, Art, Sport and PE.

## Reporting Procedures

The results of our periodic risk assessments are reported initially to the Health & Safety Committee with a report to the Governors' Risk Management Committee, and then to the full Governing Body. The major curriculum assessments are approved on a rotational basis by the Governors' Education Committee.

The Governors take a firm stance on the School's approach and exposure to risk. The Risk Management Committee meets annually to review and approve the Risk Register compiled by the Bursar. The Governors take note of the monitoring process to mitigate such risks.

All staff complete an annual survey identifying risks and this forms part of the School's risk register.

Medical risk assessments for first aid and other treatments and procedures form part of our First aid policy. Matron is responsible for ensuring that medical reports are passed to the Bursar where appropriate. Our medical questionnaire policy explains the procedures we follow in the event of a medical emergency.

Child protection and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to risk of employing staff who are barred from working with children. We extend this to Governors and volunteers and we manage this risk at an acceptable level by ensuring that everyone in our community receives regular child protection training.

All staff and volunteers receive the Health and Safety Policy, Fire Safety and Evacuation Policy, Acceptable User and Information Security Policy for Staff and a full induction regarding such risks when they commence working at the School.

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Policy Reviewed: 29.09.2017  
Policy Review Date: 28.09.2019  
Policy linked to: Health and Safety Policy, Fire Safety and Evacuation Policy and Procedures, Accessibility Policy, Crisis Management and Disaster Recovery Plan, Educational Visit Policy.

