

An exceptional education that draws out the unique potential of each student

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Risk Assessment Policy

This policy should be considered alongside and in conjunction with the suite of policies concerning the safety and welfare of students: Anti-Bullying; Behaviour & Discipline; Educational Trips; Fire Safety; First Aid; Health & Safety; PSHEE; Risk Assessment; Safeguarding & Promoting Welfare of Children; Supervision; Student Wellbeing

1. Introduction

Halcyon London International School aims to:

- A. maintain a safe and secure working and learning environment
- B. make sure a balance is reached between safety and security and the need to take measured risks
- C. foster an open and receptive approach to solving risk problems
- D. ensure clarity regarding roles and responsibilities.

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff

2. Types of risk assessment

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A **hazard** is anything that may cause harm. A **risk** is the chance (high, medium or low) that someone could be harmed by these and other hazards, together with an indication of how serious the harm could be.

A risk assessment is a careful examination of what could cause harm to students, staff, parents and visitors so that the School can determine whether it has taken enough precautions or should do more to prevent harm. The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and/or will cause the most harm if they do.

Specific risk assessments, which the school must have in place under current regulations are:

- A. Fire safety
- B. Control of substances hazardous to health (COSHH)
- C. Staff:
 - I. Workplace equipment (eg: display screen equipment and cables used by staff who spend the majority of their working day in front of a screen)
 - II. New and expectant mothers
 - III. Return under “fit for work” limitations issued by GP.

Risk assessments are also needed for many other areas, including:

- D. Educational visits and trips
- E. First Aid and medical incidents
- F. Security
- G. Safeguarding (risk assessments in relation to safeguarding and welfare will be maintained by the Designated Safeguarding Lead and kept on the student's file where relevant)
- H. Supervision of students
- I. Safer recruitment of staff
- J. Classrooms and corridors
- K. Science/Technology (using CLEAPSS Advisory Service for guidance)
- L. Each sport and PE activity
- M. Art
- N. Design
- O. Outdoor activities (eg: lunch breaks in Hyde Park)
- P. Traffic and transport
- Q. Catering, Cleaning, Maintenance (for every item of catering and cleaning equipment; manual handling; slips and trips; working at height; asbestos; control of contractors on site; electricity; gas; water; and the control of substances hazardous to health (COSHH)).

3. How to do a risk assessment

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Template risk assessment forms are available from the HR & Compliance Manager or main office. Halcyon follows the Health and Safety Executive's (HSE) 5 stage approach to Risk Assessment:

A. Step 1: Identify the hazards.

B. Step 2: Identify who might be harmed and degree of severity.

C. Step 3: Evaluate the risks and decide on precautions.

The extent of the risk will depend on the likelihood of the harm occurring and the severity of the harm.

When deciding if precautions are at an acceptable level of risk, the assessor should take into account the legal requirement to do all that is "reasonably practicable" to protect people from harm. Compare what is currently done with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect against harm.

If the remaining risk is unacceptable then further controls must be identified to further reduce the risk. Where further action is necessary, an action plan should be included in the risk assessment, which should include:

- I. name of employee responsible for completing the action
- II. target date for completion
- III. any interim measures to reduce risk in the short term
- IV. confirmation that the action has been completed
- V. reassessment of the level of risk following completion of the action.

D. Step 4: Record and implement findings.

Make a written record of significant findings - the issue, how someone might be harmed and what arrangements the school has in place to control those risks. *All completed risk assessments should be discussed, checked and agreed by the Director.*

E. Step 5: Review assessment and update if necessary.

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Monitor the efficacy of the measures that have been put in place on a regular basis/as required.

4. When to Complete a Risk Assessment

A new risk assessment should be completed whenever a new activity is considered which is not already covered, or which involves students leaving the school building or being engaged in activities outside of the normal scope of the school day.

5. Storing Risk Assessments

Copies of risk assessments should be in date and signed by the assessor and the responsible person undertaking the tasks. These should be held in the area of work, (or on personnel files where applicable) with copies held by the main office ensuring they are available for inspection by the HSE, Board of Trustees and outside Inspectorates as required. Risk assessments should be reviewed and revised:

- A. Annually
- B. When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or after changes in legislation
- C. When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment, changes in management personnel, etc. All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks.
- D. Risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Responsibilities

The **Board of Trustees** have overall responsibility for health and safety and for safeguarding and promoting student welfare and wellbeing at Halcyon. They must:

- A. set the tone and influence the culture of risk management within the school
- B. ensure that all decisions take into account health, safety and security matters
- C. delegate (as appropriate) to the Director a contingency budget to cover health, safety and security matters
- D. ensure that all new staff are aware of this policy and the school's approach to risk management

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- E. support the Director in determining which kinds of risks are acceptable and which are not
- F. annually review the school's approach to risk management and approve changes or improvements to key elements of its processes and procedures
- G. ensure that the school has appropriate monitoring systems
- H. annually sample a small number of risk assessments.

At an operational level, the **Director** will:

- I. ensure that all staff are aware of, and adhere to, Halcyon's policies and procedures on student health, safety and welfare (including the Employee Safety Handbook)
- J. ensure that key staff have clearly established roles and responsibilities
- K. ensure that staff are appropriately trained to deal with student welfare issues
- L. ensure that where concerns about a student's welfare are identified, the risks are appropriately managed
- M. ensure that staff, students, parents and others are consulted, where appropriate, to find practical solutions to welfare issues
- N. ensure that relevant risk assessments are completed on a regular basis
- O. ensure that all key staff are familiar with the process of completing a risk assessment and know where and how to store and retrieve one
- P. check the accuracy and suitability of risk assessments where these have been completed by other people
- Q. ensure that an annual review of risk assessments in frequent use takes place
- R. ensure that risk assessments are stored appropriately and are accessible
- S. ensure that incidents and hazards are recorded and reported and that action is taken to prevent them happening again
- T. report any notifiable accident that occurs on school premises to the HSE in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This includes certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses)
- U. ensure that the advice of appropriate specialist school staff or appropriate agencies is sought to assist with or clarify any aspect of risk assessment
- V. ensure that risk management extends to all students, staff, parents and visitors
- W. ensure that any new member of staff has "live" assessments drawn to their attention
- X. ensure that teachers are equipped to help students understand and manage risks (including those associated with e-safety, substance misuse, sexual exploitation, terrorism, domestic violence, female genital mutilation, gang activity, water, fire, road and railway), resist pressure, make safer choices and seek help if necessary.

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Teachers and staff must:

- Y. read and understand the Employee Safety Handbook
- Z. cooperate with other employees in implementing risk assessments
- AA. report any hazard or malfunction in accordance with school procedure
- BB. follow all instructions, written or verbal, designed to ensure personal safety and the safety of others
- CC. ensure that they are familiar with current risk assessments and follow their guidance
- DD. report all incidents, assaults and “near misses” in accordance with school procedures, whether injury is sustained or not
- EE. make parents/volunteers aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged
- FF. draw any anomalies or concerns to the attention of a member of the senior leadership team
- GG. ensure that students understand and manage risks.

Students and visitors

Students and visitors are responsible for following the school’s advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

*Approved by Board of Trustees 17 February 2016.
Revised August 2019. Approved by the Board of Trustees September 17 2019
Revised January 2022. Approved by the Board of Trustees February 3 2022*

Peninsula approved, January 26 2022

This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.

