

Risk Assessment Policy

BETHANY SCHOOL
CURTISDEN GREEN
GOUDHURST
KENT

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Revision History

Version	Date Issued	Reason for Issue
1.0	April 2015	Annual Review
2.0	12 th January 2016	ISI Guidance
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4.0	September 2017	Annual Review
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8.1	September 2022	Internal Compliance Review
9.0	September 2023	Annual Review

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1. SCOPE

This policy is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the latest Independent Schools Inspectorate and National Minimum Standards.

2. OBJECTIVES

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirements for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- To identify those in school responsible for conducting risk assessments and monitoring its implementation.
- 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.

3. GUIDANCE

- The Senior Management Team, Bursar, Assistant Bursar, Head of Department/Boarding House Staff and other departmental leads will be responsible for the implementation of this policy.
- This guidance is applicable to general risk assessment. Where specialist skills are required for Health and Safety issues the Risk Assessment will be managed by the Health and Safety Officer or Head of Department.
- All staff will receive guidance on risk assessments as part of their induction and this will be refreshed on an annual basis. Risk assessment training will be provided as identified by the Bursar, Assistant Bursar, Line Manager or Head of Department.
- A generic template risk assessment form is included at Appendix 1 to this guidance. Bethany School adopts the CLEAPSS Advisory Service guidance for lessons in Science. Art, DT and Food Technology maintain departmental risk

assessments. The forms and supporting information for Educational Visits Risk Assessments is held on the School's Staff Team folder.

- 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.
Control Measures – physical measures and procedures put in place to mitigate the risk.
- The risk assessment process will consist of the following six 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 following will be responsible for the maintenance of risk assessments:
Deputy Heads and EVC – Off site visits
Bursar/Assistant Bursar – Health and Safety related to include COSHH, manual handling, working at heights etc.
Heads of departments – specific subjects
H&S Committee – discussion and review
- 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 to good practice
When there are legislative changes
Annually if for no other reason
- A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

4. LEGAL REQUIREMENTS AND EDUCATIONAL STANDARDS

References:

- A Handbook for Inspection of schools
- B Health and Safety Regulations – risk assessments
- C Charities Risk Management

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Appendix 1 Risk Assessment Template

Risk Assessment for:
Initial Date of Risk Assessment: **Assessor:**
Revised/Reviewed Date:..... **Assessor:**.....
Next Review Date:.....

What are the hazards?	Who might be harmed and how?	What safety measures are already in place?	What further measures are necessary?	Action by whom?	Action by when?	Date Action completed
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What are the hazards?	Who might be harmed and how?	What safety measures are already in place?	What further measures are necessary?	Action by whom?	Action by when?	Date Action completed

Appendix 2 Areas Requiring Risk Assessment

Science Department
Art and DT Departments (including Textiles)
Food Technology
Sport and PE Department
Art Department (including Textiles, Photography and Ceramics)
Drama & Music Departments
Duke of Edinburgh Award Scheme
Educational
Activities
Drama and Dance
Boarding Houses
Support Functions eg wellness centre
Driving and Minibuses
Site Security
Catering
Whole School
Enrichment activities
High risk areas
Fire
Legionella
Asbestos
Maintenance works – internal
External Contractors
Grounds
Lettings / Summer Schools
etc