

TORMEAD

RISK ASSESSMENT POLICY

This whole school policy also applies to the Early Years Foundation Stage.

The Governors of Tormead School are fully committed to promoting the safety and welfare of everyone in the school. Their highest priority lies in ensuring that all the activities within the school environment are delivered in a safe manner that complies fully with not just the law, but also with best practice. Risks are inherent in everyday life: we need to identify them proactively and to adopt systems for mitigating or minimising them.

The Bursar and the Assistant Head (Adventure & Service) are responsible for the implementation of this policy. The Assistant Head (Careers) has responsibility for compiling, reviewing and updating the whole School COVID risk assessment and for reviewing and approving departmental COVID addendums to risk assessments. The Assistant Head (Adventure and Service) holds this role for specific extra-curricular activities.

All members of staff are responsible for taking reasonable care of their own safety, together with that of our pupils, colleagues and visitors. They are responsible for cooperating with the Head, the Bursar and other members of the SLG in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Bursar or the Assistant Bursar (Estates & Facilities). Staff should report any COVID related health and safety concerns or suggestions to the Assistant Head (Careers).

Staff receive regular training as and when required (specific risk assessment training was last provided by the Assistant Head (Adventure & Service) in September 2018 and a new rolling programme of health and safety awareness training for all staff began in Autumn 2020). All staff are advised to speak to the Bursar, , the Assistant Head (Adventure & Service) or the Assistant Bursar (Estates & Facilities) if they require any further assistance or training in risk assessments. In the case of COVID risk assessments, staff should contact the Assistant Head (Careers).

What is a Risk Assessment?

We use risk assessments as a systematic way to assess, manage and mitigate risk to the lowest reasonable practicable level, and thereby promote children's welfare. A risk assessment should be proportionate, meaningful and appropriate and takes into account:

- The hazard - something with the potential to cause harm
- The risk - an evaluation of the probability (or likelihood) of the hazard causing harm
- Risk rating - assessment of the outcome of the severity of an event
- Control measures - physical measures and / or procedures put in place to mitigate risk

The risk assessment process consists of the following 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 measures are we going to put in place to prevent, manage or mitigate the risk?

- How will we assess the effectiveness of our plans?

Risk assessments (other than those visits and extra-curricular events during the COVID-19 pandemic which are completed prior to the visit taking place) are reviewed and updated regularly; our policy is to review annually or earlier in the event of:

- Changes to the activity
- A near miss or accident
- Changes to legislation or best practice

Our Accident Form includes the requirement to confirm whether or not the accident arose during an activity which was subject to a risk assessment and, if so, whether the risk assessment has been changed following the accident. This enables us to monitor and evaluate the effectiveness of our risk assessments and measures taken to mitigate risk.

All school visits are followed by a 'Visit Review Form'; this is completed whether or not an accident or incident has occurred on the Visit and enables us to track and monitor the effectiveness of the Visit from a risk management perspective.

What Areas Require Risk Assessment?

We have broken down the activities / areas of the school that require risk assessments into the following categories:

1. Safeguarding: please see Safeguarding Policy and Recruitment, Selection & Disclosure Policy.
2. Supervision: please see Supervision Policy
3. Visits: each visit has a nominated Visit Leader who is responsible for preparing a risk assessment for the visit - please see Visits Policy. Risk assessments for trips and visits are reviewed and signed off prior to the visit by the Assistant Head (Adventure & Service) or in the case of day trips by the Assistant Head (Careers) if the former is unavailable.
4. High-risk curriculum activities. The following Heads of Department are responsible for detailed and comprehensive risk assessments for the activities of their departments:
 - Art
 - DT
 - Food & Nutrition
 - Science (Biology, Chemistry and Physics)
 - Sport & PE
5. High risk extra-curricular activities on site: a separate risk assessment is required for any high-risk activity which is not already covered by the above. The activity leaders are responsible for preparing the risk assessment
6. Risk assessments are not required for those activities which fall within the timetable or regular extra-curricular provision, unless there are additional hazards to consider
7. Classroom risk assessments. All rooms are risk assessed annually by the Premises team. We also use the HSE Classroom Risk assessment template and ask teachers to risk assess their own classrooms periodically
8. EYFS: please see EYFS Policy and EYFS Framework.

9. Premises: activities involving hazardous equipment, hazardous substances and those involving working at height, manual handling etc are assessed annually by the Assistant Bursar (Estates & Facilities)
10. Catering: outsourced to Holroyd-Howe and the Catering Manager maintains activity-based risk assessments
11. Cleaning: outsourced to MAR Services - risk assessments focus primarily on COSHH related concerns
12. Fire - please see Fire Safety Policy

Other site-related risks (such as onsite vehicular movement, asbestos and legionella) are managed as set out in the Health & Safety Policy. We also recognise the risk that arises from the fact that our Junior and Senior school sites are separated by Cranley Road, and that pupils are required to cross the road to move from Senior to Junior, and vice versa; detailed procedures to minimise this risk are set out in our Pupils' Safe Crossing of Roads policy.

In addition, the school maintains a risk register; this is reviewed annually by the Finance & General Purposes Committee. This assesses risks not directly related to Health & Safety, including but not limited to financial, reputational, governance and security.

Date of Last Review: 16 November 2020

By Resolution of the Governing Body:

MRS R HARRIS
Chair of Governors

MR D BOYD
Head

24th November 2020



APPENDIX: Risk Assessment Template

RISK ASSESSMENT

Party Leader	
Visit to	
Group	
Number of girls	
Date/s of visit	

Office contact	
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First Aider for visit	
Nearest A&E (address & tel.	

Hazard	Risk	To Whom	Level of Risk (High Med Low)	Likelihood of Risk (High Med Low)	Control Measure	Subsequent Level of Risk

Submitted By	
Date	
Signed Off By (SLG)	
Date	