



LEICESTER GRAMMAR SCHOOL TRUST

RISK ASSESSMENT POLICY

SCOPE

This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and Early Years Foundations Stage.

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 requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips

That identified control measures are implemented to control risk so far as reasonably practicable.

That those affected by the Trust's activities have received suitable information on what to do.

That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

To identify those within the Trust responsible for conducting risk assessment and monitoring its implementation.

GUIDANCE

The Trustees and the Headmaster and Chief Executive will be responsible for the overarching risk management policy of the Trust. The overall strategy will be formally reviewed on an annual basis. The Headmaster and Chief Executive will be responsible for the implementation of this policy.

The Trust's Risk Register will be formally reviewed and updated on an annual basis. This process will be led by the Headmaster and Chief Executive supported by members of the Senior Management Team. The Risk Register will be reviewed by the Trustees.

All staff will receive guidance on risk assessment. Risk assessment training will be provided on specific areas where a need is identified.

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 steps:

- what could go wrong and where;
- 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;

Risk assessment records will be maintained by the member of staff with responsibility for the relevant functional area. For example, the Facilities Services Manager will be responsible for maintaining risk assessments relating to facilities staff and premises across the Trust's sites. At Leicester Grammar School and Leicester Grammar Junior School the Trips Co-ordinator will be responsible for maintaining risk assessments relating to school trips. At Stoneygate School the Headmaster will be responsible for maintaining risk assessments relating to school trips.

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 or updates in good practice;
- when there are legislative changes;
- annually if for no other reason.

Contractors such as Cleaners will be responsible for carrying out their own risk assessments. The Facilities Services Manager will ensure that these are appropriate and will liaise with contractors on any areas where a joint assessment is required.

A template risk assessment form is included in Appendix 1.

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

Separate guidance including a separate risk assessment template is provided for school trips and staff who are involved in organising school trips should refer to that document.

Standard risk assessment:

To be completed for any unusual lesson (including experiments), large event, or potentially hazardous activity (eg facilities staff using potentially hazardous equipment).

A risk assessment is also required for all school trips. Staff organising a school trip should refer to the separate Trips Policy for further guidance.

The risk assessment should be completed and copied to the relevant staff. Staff participating in any event should be made aware of the results of the assessment and the control measures decided upon. It is then the responsibility of each member of staff to implement the controls whenever they are on duty.

Departmental risk assessments will be collated by the relevant Heads of Department. Risk assessments carried out by non-teaching staff will be collated by the Facilities Services Manager. Risk assessment completed for individuals, including students, should be collated by the Head of Learning Support and/or the School Nurse.

Appendix 1:

RISK ASSESSMENT TEMPLATE

School name: _____

Name of event or activity: _____

Date: _____

Person(s) completing assessment: _____

Review date: _____

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff

Appendix 2:

AREAS REQUIRING RISK ASSESSMENT (NON-EXHAUSTIVE)

Educational

- science experiments
- design & technology
- food technology
- sport and PE activity
- Duke of Edinburgh award
- art
- music
- drama & dance
- general classroom
- school trips

Support

- catering and cleaning
- site services and security
- maintenance
- grounds
- traffic management
- office
- site visitors
- fire & emergencies

Pupil Safeguarding and Welfare