



IVY HOUSE SCHOOL  
HAMPSTEAD

inspired



## Risk Assessment Policy – Ivy House School

**Primary person responsible for this document:** Donal Brennan

**Job title:** Headteacher

**Last review date:** July 2024

**Next review date:** July 2025



## Contents

Statement of intent and scope.....	2
Relevant statutory legislation and guidance .....	2
Related policies.....	2
Definitions and terminology.....	3
Responsibilities for risk assessments.....	4
Assessment methodology and format .....	5
Appendix 1 – Directory of Risk Assessments.....	5
Appendix 2 - Non-exhaustive list of typical risk assessments for schools.....	7

### Statement of intent and scope

The school will meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments.

This policy describes the expected practices for the assessment of all risks relating to the safety and welfare of staff, pupils and others. The policy complies with the Inspired Education Group Risk Management Policy and Framework which also covers commercial and strategic risk. All risks are captured at summary level in the school risk register.

The summary risk register, and the effective implementation of this policy, will be reviewed by the governors at least once per year.

### Relevant statutory legislation and guidance

The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing.

Risk assessment is not limited to Health and Safety guidance. Keeping Children Safe in Education is built on the principles of risk management. The Independent School Regulatory Requirements clarify that the welfare of pupils must be safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

### Related policies

- Inspired Education Group UK Health and Safety Policy
- School Health and Safety Plan
- School Safeguarding and Child Protection Policy and Procedures
- Inspired Education Group UK Off-Site Visits and Related Activities Policy
- Inspired Education Group UK Whistleblowing Policy



## Definitions and terminology

A **hazard** is anything that may cause harm to pupils, staff, and others to whom the school owes a duty of care, and to property or the environment.

A **risk assessment** is a tool for conducting a formal examination of the possible hazards arising from an activity or situation, and to identify action needed to reduce the risk of the hazard occurring, including mitigating any harmful impact if it does occur.

The process includes an assessment of the severity of the outcome (e.g. trauma, injury, loss of life) and an identification of what action needs to be taken to reduce the risks as low as is reasonably practicable. Typically, five questions need to be raised and addressed:

1. What could go wrong?
2. Who or what might be harmed?
3. How likely is it?
4. How serious would it be?
5. What might reasonably prevent it occurring, or reduce its impact if it did occur?

**Risk control measures** are the actions and procedures that are put in place in order to minimise the probability and the impact of identified risks.

**Risk review measures** are the procedures whereby risk assessment and control measures are shown to be effective. They include **periodic** reviews (e.g. fixed intervals), and **dynamic** reviews. Dynamic reviews are required whenever:

- there are new, or changes to, activities, circumstances or school premises
- when an accident, incident or near-miss occurs
- where staff responsibilities or procedures change
- where there is change to legislation
- there is change in the environment, e.g. severe weather, an epidemic outbreak

**Risk scoring:** Each risk is assigned a score between 1-25 (1 being the lowest level of risk and 25 being the highest). This is determined by the impact (ie. the severity the school would be affected were the risk to occur) and the likelihood (how probable is it that the risk would occur).

**Inherent and residual score:** Each risk will have two scores: inherent and residual. Inherent scores are based on the impact and likelihood of the risk without any control measures in place, whereas the residual score takes the control measures into account.



## Responsibilities for risk assessments

It is the School’s responsibility to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is assigned as follows:

**Table 1 – Designation of responsibilities**

Person/Body	Responsibility
Governors	Annual review of the school risk register and directory of risk assessments, including a review of evidence of the implementation of this policy
Headteacher	Overall responsibility for ensuring that a culture of risk assessment exists within the school. This includes: <ul style="list-style-type: none"> <li>• clarity of delegated responsibilities for risk assessments</li> <li>• appropriate resource allocation for risk assessment, including training of those with delegated authority</li> <li>• effective communication to all staff of their role in the process of risk management</li> <li>• effective operation of the Health &amp; Safety Committee with regard to monitoring and review of risk assessments</li> </ul>
Health & Safety Committee	<ul style="list-style-type: none"> <li>• advising the headteacher on staff training requirements</li> <li>• maintenance of a directory (see Appendices 1 and 2) of routine<sup>1</sup> risk assessments covering the standard list of H&amp;S risks <i>and</i> all other reasonably foreseeable hazards specific to the school</li> <li>• <b>periodic</b> review, ensuring that risk assessments are kept up-to-date and reviewed periodically</li> <li>• <b>dynamic</b> review where there is a change e.g. in staffing, procedures, legislation, new school activities or facilities, extreme weather...etc.</li> <li>• Recording and reporting accidents, including those <a href="#">reportable under RIDDOR</a>, and updating risk assessments based on any lessons learned</li> </ul>
Premises manager/Health & Safety manager	<ul style="list-style-type: none"> <li>• risk assessments relating to the access security of the school premises including access by visitors</li> <li>• annual Health and Safety Risk assessment of the site, including classrooms and facilities</li> <li>• identification and recommendation (to the Health &amp; Safety Committee) of any areas on the premises requiring new or updated risk assessment.</li> </ul>

<sup>1</sup> In addition to in-house risk assessments, the H&S committee must ensure that professional risk assessments are conducted for asbestos, legionella, gas, electrical and fires safety, and lifts. These may be coordinated by the Inspired Education Group UK estates team, but the committee should check that they are being conducted on a timely basis.



Educational Visits Coordinator (EVC)	Ensuring that risk assessments are completed in accordance with the Inspired Group Offsite Visits and Related Activities policy
Designated Safeguarding Lead (DSL)	<ul style="list-style-type: none"> <li>• active participation in the Health &amp; Safety Committee</li> <li>• ensuring that the school risk directory includes appropriate<sup>2</sup> risk assessments relating to pupil welfare, safeguarding and supervision. Examples include where there is consideration of enhanced DBS checks for volunteers, possible suspension of staff, allegations of abuse, pupil convictions or cautions, risks of being drawn into terrorism, pupils previously excluded and pupils with behavioural, social and emotional difficulties.</li> </ul>
Department heads	Each department is responsible for assessing risks in its own areas and activities, e.g., Science lab, P.E Studio.
Individual staff members	<ul style="list-style-type: none"> <li>• taking care of their own safety, and that of pupils, visitors and other staff members</li> <li>• being aware of, and cooperative with, the school’s risk management measures including training and instructions</li> <li>• reporting any previously unidentified risks, defects or hazards in the school’s operations or environment.</li> </ul>

## Assessment methodology and format

The Group risk assessment form should be used to enable a consistent judgement of risk and easy identification of the high priority risks.

## Appendix 1 – Directory of Risk Assessments

List below (or hyperlink to a separate document which as a minimum contains these data fields) the summary information for all risk assessments which are currently in place at the school. This list may exclude non-routine school trips and other offsite and related activities, the risk assessments for which should be recorded in accordance with the Group policy using the Evolve system.

### Examples:

<sup>2</sup> Risk management in this area is largely covered by having robust policies and procedures which are compliant with the extensive statutory guidance (e.g. *Keeping Children Safe in Education*), and which are effective in practice.



Risk assessment heading	Person assessing, and position	Date last reviewed
PREVENT risk assessment	Raffaella Merolla, DSL	September 2024
EYFS Risk Assessment – offsite and onsite activities	Joanne Lynch, Head of EYFS Raffaella Merolla, Deputy Head	September 2024
E-safety Policy	Raffaella Merolla Deputy Head	September 2024
Visitors Policy	Raffaella Merolla, Deputy Head	September 2024
First Aid	Donal Brennan, Headteacher	September 2024
COVID 19 risk assessment	Donal Brennan, Headteacher Raffaella Merolla, Deputy Head	September 2024



## Appendix 2 - Non-exhaustive list of typical risk assessments for schools

### **Pupils and Staff**

- Pupil supervision arrangements
- Pupil risk assessments (e.g. behavioural, social, emotional difficulties; convictions and cautions, previously excluded pupils)
- PREVENT risk assessments
- Recruitment
- Use of volunteers
- Staff risk assessments (e.g. clinically vulnerable, suspension, allegations of abuse)
- Internet access risk (control measures for blocking and/or monitoring activity)
- Sports activities
- Drama and music activities (e.g. stage sets and props, damage to hearing)
- Transportation of pupils (e.g. school bus)
- Pupil access to risky areas
- EYFS on-site risk assessments
- EYFS off-site risk assessments
- First aid
- Events

### **Premises**

- Classroom risk assessments (generic)
- Classroom risk assessments (specific)
- Working at height
- Manual handling
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Display screen
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Traffic onsite
- Preventing unauthorised access to high risk areas
- Fire safety
- Gas and electrical safety
- Legionella
- Asbestos
- Safe temperatures (water, heating, environment)

For residential there should be a series of risk assessments covering boarding arrangements.