



Risk Assessment Policy – including EYFS

Contents

Policy	2
General Statements	2
Responsibilities	2
What is a Risk Assessment?	3
Why have Risk Assessments?	3
What areas require Risk Assessments?	4
Areas of Risk in the School – Access by Pupils.....	4
Procedures	5
Conducting a Risk Assessment.....	5
When To Do / Review Risk Assessments	5
Approval of Risk Assessments	5
Maintaining Records	5
Accident Reporting and Investigations	5
Near Miss Reporting.....	6
Risk Register.....	7
Annex A	8
Risk Assessment Templates.....	8

Policy

General Statements

The Board of Governors of Cheam School Educational Trust (the Employers) are accountable for ensuring the welfare of pupils at the School is safeguarded and promoted through effective risk management strategies. The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* (“RIDDOR”) places duties on employers in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). This document describes the policies and procedures the Governors deem vital to ensure that risks are identified, control measures are in place to reduce those risks and reporting requirements are met.

The Staff of Cheam School Educational Trust (the Employees) are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the *Headmaster*, the *Director of Finance & Operations (DFO)* and other members of the SLT in order to enable the Governors to comply with their duties as employers.

Responsibilities

The *Headmaster* is primarily responsible to the Board of Governors for ensuring that their policy is followed on a daily basis. To assist him in this, the *DFO* acts to implement and administer this policy.

Various departmental staff are responsible for the risk assessments that together form Cheam’s Whole School Risk Assessments:

Department / Area	Responsibility	Coverage
Art	Head of Art	Art Room
Boarding	Head of Boarding	Boarding floors and activities
Catering	Head of Catering	Kitchens, servery, wash-up
Cleaning & Laundry	Head of Household	Stores and machine room
Design Technology	Head of DT	DT Room and machinery
Fire	DFO	Systems, equipment and escape routes
Grounds	Head of Grounds	Compound, pitches, pool, gardens & Cheam tops
Pre-Prep	Head of Pre-Prep	Pre-Prep & Nursery activities
Property	HSEQ Manager	All other premises
Science	Head of Science	Science laboratory and chemicals
Shooting Range	Assistant Headmaster	Shooting range, weapons and ammo storage
Sport	Head of Boys & Girls Games	All sports facilities

Staff responsible for completing risk assessments should use the templates included at Annex A to this policy.

Organisers of school trips and similar off-site activities are responsible for producing those risk assessments. They should refer to the separate *School Visits and Trips Policy* and the template contained therein.

Form tutors are responsible for ensuring pupils are aware of the categorisation and meaning of the specific *Areas of Risk in the School – Access by Pupils* outlined in this policy.

What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance)

Regardless of the template(s) used, the premise of most risk assessments is the same: the identification of hazards and their potential impact; evaluating the probability (or likelihood) of those hazards occurring; and implementing reasonable and practicable control measures to minimise the resulting risk to acceptable levels:

$$\text{Residual Risk} = \text{Risk (Hazard x Probability)} - \text{Control Measures}$$

Well-run schools have proper risk assessment across the whole range of their activities. For example, risk assessment can cover a range of different areas:

- Health, safety, security and the environment – e.g. premises and equipment, public rights of way
- Pupil welfare – e.g. medical needs, supervision and school trips
- Recruitment-related issues – e.g. late DBS checks
- Safeguarding – PREVENT, bullying, peer-on-peer abuse, allegations
- Lessons – activities, recreation, sport, boarding
- Strategic – reputation, loss of pupils, impact of development, financial resilience

Importantly, risk assessments are a core part of how a School should operate; they should not be an afterthought or a ‘tick-box’ exercise.

Why have Risk Assessments?

Most accidents and injuries are preventable. A risk assessment focuses on *prevention*, as opposed to reacting when things go wrong. The aim is not to make Cheam risk averse, but to ensure a proactive approach is taken to managing risk and thereby reduce the likelihood that anyone is harmed through negligence and lack of foresight or proper planning. Preventative measures can often be surprisingly

simple and cost-effective.

What areas require Risk Assessments?

Cheam will consider risk in relation to all activities which could place pupils in serious jeopardy. Whilst this means staff must constantly think carefully about the risks associated with existing and new activities, this does not mean a written risk assessment is required for everything the School does; judgement is required. For example, a risk assessment is not needed every time Cheam takes pupils to a local venue such as a park or museum, but circumstances where it is appropriate would include when activities need a higher level of risk management than is normal during routine activities or are outside normal school hours (e.g. canoeing, sailing and residential trips). If you are in any doubt as to whether a risk assessment is required, you should consult the *DFO*.

In most cases, the model or generic risk assessment template(s) included within this policy, or that which is included in the separate *School Visits and Trips Policy* will suffice. In other cases, specialist advisory services (e.g. *CLEAPSS*) or staff training (e.g. Fire Awareness, First Aid, Food Hygiene, Manual Handling) aid the risk assessment process.

Areas of Risk in the School – Access by Pupils

Cheam’s focus on pastoral care is designed to ensure every pupil leaves the School as a confident, articulate young person capable of keeping him/herself safe in the home, at School and in all situations generally. As pupils develop, our PSHCEE programmes and assemblies are directed towards promoting an increasing understanding of the risks that exist both in the real and online worlds, and on the sensible precautions that should be taken.

However, it is the School’s policy that certain areas of the Cheam estate are always out of bounds to pupils and other areas either require adult supervision or a higher degree of care. These areas are categorised as follows:

RED category	ORANGE category	YELLOW category ¹
Pupils are NEVER allowed in any of these areas at any time	Pupils are not allowed in these areas unless supervised by an adult	Pupils should be aware of these areas as places where care should be taken
<ul style="list-style-type: none"> • Any A339 entrance or exit • The roof of any building • Kitchens • Maintenance workshops • Grounds compound • Cellar • Science preparation room • Any mechanical plant or boiler room 	<ul style="list-style-type: none"> • Formal gardens and ponds • Swimming pool • DT workshop • Science classrooms • Art (and kiln) room • Shooting range • CPC leadership course and climbing wall area • Cheam Tops • Woods 	<ul style="list-style-type: none"> • Playgrounds • In proximity to public footpaths
¹ In line with Cheam’s <i>Pupil Security / Supervision of Pupils policy in Pre-Prep</i> , all EYFS and Pre-Prep pupils will be supervised at all times.		

Form tutors are responsible for ensuring pupils are aware of and understand the above categorisation.

Procedures

Conducting a Risk Assessment

Staff responsible for completing risk assessments should use the templates included at Annex A to this policy. Generic guidance on how to do a risk assessment is provided here:

<https://www.bbc.com/academy-guides/how-to-do-risk-assessment>

Organisers of school trips and similar off-site activities are responsible for producing those risk assessments. They should refer to the separate *School Visits and Trips Policy* and the template contained within it. Specific guidance on how to do a school trip risk assessment is provided here:

[How to Create a School Trip Risk Assessment | Compliance | Crisp](#)

The *DFO* will also provide further training, guidance and specific support, as required.

When To Do / Review Risk Assessments

Responsible staff should review their risk assessments on a regular basis, meaning at least annually. Otherwise, risk assessments should be reviewed:

- When a new activity is planned
- When there are changes to an existing activity or the type of people involved in it
- When there are changes in legislation or best practice
- After a near miss or accident

Approval of Risk Assessments

Completed risk assessments – whether updated or for new activities – should be submitted to the *DFO*, who will also arrange review and approval by the *Headmaster*, where necessary.

Maintaining Records

The *DFO* will hold a complete set of Whole School Risk Assessments in the Bursary. He will also retain either a hard or soft copy of other risk assessments submitted for approval.

Accident Reporting and Investigations

Cheam is required to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR"). This includes maintaining appropriate records of accidents involving School activities.

Most incidents that happen in schools or on school trips do not need to be reported to the *Health and Safety Executive (HSE)*. If a member of staff or pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

For these incidents, the Staff Portal contains a *Pupil Accident* form. These should be completed online as soon as possible after any incident, making sure to provide clear details of any Health and Safety issues that need to be reported to the *DFO*. A similar online form is available for *Staff Accidents* too.

Injuries to staff, pupils or visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:

- the death of the person arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment).

The *HSE Information Sheet EDIS 1 (rev3)* (<https://www.hse.gov.uk/pubns/edis1.pdf>) gives guidance and examples of whether an injury arises out of or in connection with work.

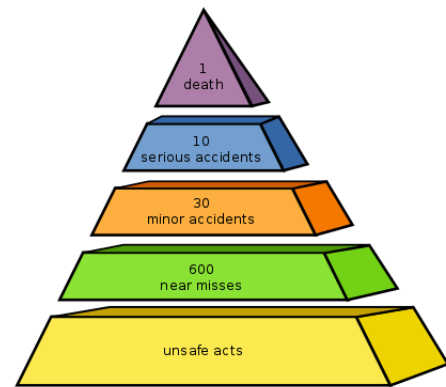
Process

- The *DFO* and/or *School Nurse(s)* will assess the nature of the incident and the reporting requirements. Reference will be made to the *HSE Information Sheet EDIS 1 (rev3)*.
- If an incident is reportable, an online submission will usually be made. A telephone service is only available for reporting fatal and specified injuries. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.
- Completed pupil accident forms are forwarded to the *DFO*. These will be kept for a minimum of three years. Records will be kept in a locked cupboard in the Bursary to ensure compliance with the *Data Protection Act 2018*. Accident reports will inform recommendations by the HSSE Committee.
- The *School Nurse(s)* is/are responsible for escorting pupils to hospital and for ensuring that Pastoral Staff are informed. If the nurse uses a private vehicle, they must place the pupil in the rear of the vehicle as long as it is safe to do so. If a School minibus/vehicle is used the rules for transportation as outlined in the *School Visits and Trips Policy* must be followed. The *School Nurse(s)* will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.
- All incidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the *DFO* and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the *Senior Management Team* and HSSE Committee.
- For serious incidents, the *DFO* should consider obtaining legal advice at the outset of any investigation; such support can be obtained by contacting *ISBA*.
- The *DFO* will contact the school insurer where any incident is felt likely to result in a claim.

Near Miss Reporting

Whereas an accident is an event that *results* in injury or ill health, a near miss is defined as an event that does not cause harm but has the *potential* to cause injury or ill health. For example, were a person to slip on a wet surface but not suffer injury because they manage to recover their balance, that would constitute a near-miss; were the same person to fall over and injure themselves, that would be an accident.

Reporting near misses can prevent more serious accidents from occurring. Based on the accident triangle (also known as *Heinrich's triangle* or *Bird's triangle*), this theory of industrial accident prevention shows a relationship between serious accidents, minor accidents and near misses. The notion is that if the number of minor accidents is reduced by acting swiftly to address near miss events, then there will be a corresponding fall in the number of serious accidents (and fatalities).



The Staff Portal contains a *Near Miss Report* form. Staff witnessing a near miss event should complete and submit an online form to give early warning of potential risks and steps to prevent recurrence.

Risk Register

The *Clerk to the Governors* maintains a risk register of the enduring and specific risks facing the School. The current register contains 53 risks categorised as follows:

- Governance (G) – 15
- Compliance and Health & Safety (C) – 7
- Legal & Regulatory Compliance (L) – 3
- Operations & Facilities (O) – 8
- Provision of Education (E) – 3
- Financial (F) – 14
- External Factors (X) – 6

Each risk has an allocated responsible person, who ensures the identified control and monitoring procedures are in place and working as intended. The Board of Governors reviews and discusses the Risk Register regularly as a specific agenda item. In addition, much of the ongoing work and discussion of the Board and its sub-committees is devoted directly or indirectly to assessing the major risks to the School's success and managing these risks effectively.

This process forms one element of the enquiries the Board of Governors makes to endorse the insertion of the following statement in their report which accompanies the School's statutory accounts published annually:

The Board continues to keep the School's activities under review and consider the major risks faced in each of the principal areas of the School's operations. In the opinion of the Board the School has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level in its day-to-day operations.

Policy Owners

Staff: Director of Finance & Operations
 Governors: Financial Sub-Committee

Latest Reviews

Staff Policy Owner: February 2024
 Compliance: February 2024
 Board of Governors: June 2024

Annex A

Risk Assessment Templates

CHEAM SCHOOL – RISK ASSESSMENT

LOCATION	PERSON(S)	ASSESSOR	DATE OF	DATE OF
ACTIVITY	AT RISK	AND TEAM	ASSESSMENT	NEXT
			ASSESSMENT	ASSESSMENT

HAZARD RATING
(Something that has potential to cause harm)

A	Death, major injury, major damage or loss to property or equipment.
B	Over three day injury, damage to property or equipment.
C	Minor injury, minor damage to property or equipment.

RISK RATING
(The likelihood or probability that a hazard will be realised)

1	Extremely likely to occur.
2	Frequent, often or likely to occur.
3	Slight chance of occurring.

	HAZARD	HAZARD RATING	RISK RATING	CONTROL MEASURE(S)
1				
2				
3				
4				
5				
6				

Guide to rating

Unacceptable: must receive immediate attention to remove or reduce risk.	A1	B2	Should receive attention to verify HAZARD or RISK can be reduced. Must check that satisfactory procedures are in place.
Urgent: must receive attention as soon as possible to reduce hazard or risk	A2/B1	B3/C2	Low Priority
Must Receive attention to verify HAZARD or RISK can be reduced. Must check that satisfactory procedures are in place.	A3/C1	C3	Low Priority

Serial 0000

Primary Assessment:		People at Risk:	
Risk assessment carried out by:	Authorised by:	Date:	Review:

Hazards and Risks (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Further controls necessary	Target Date, By Whom, Close Date