

## Risk Assessment Policy

**This policy applies to:**

**Francis Holland Regent’s Park   Francis Holland Sloane Square   Francis Holland Prep**

Where there are differences between the schools these have been clearly highlighted.

Policy owner	Trust: Chief Operating Officer
Type of policy	Regulatory [Regulation number: Part 3 16] the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy
Last reviewed / approved by / date	SLTs: March 2024 Governance and Nominations: 4th June 2024
Next school review due	March 2026
Next council review due	Summer 2026
This version published	December 2024
Circulation	<input type="checkbox"/> Trust Website <input type="checkbox"/> Schools’ Websites <input checked="" type="checkbox"/> Schools’ Sharepoints <input type="checkbox"/> FHS People  All policies are available from the Trust Office, Francis Holland Schools Trust, 35 Bourne Street, London, SW1W 8JA
Linked Policies	Health and Safety Policy Fire Safety Policy Safety during Educational Visits Policy Safeguarding and Child Protection Policy First Aid and Accident Reporting Policy

### Revision History

This section should be completed by the reviewer each time this policy is reviewed

Changes made [Brief description of edits]	Date
No material changed	Summer 2022
Addition of FHP and job title changes Sections added for specific risk assessment, support areas and buildings	Summer 2024
Job Role changes FHP	Nov 2024

## **Risk Assessment Policy**

Francis Holland Schools recognise their responsibility to safeguard and promote the welfare of pupils in its care. This includes all pupils from EYFS to Sixth Form. Francis Holland Schools are also responsible for taking all reasonably practicable steps to secure the health and safety of staff and other users of the premises. As part of managing this responsibility, risk assessments are completed for any activity that might pose significant risk. The purpose of a risk assessment is to identify hazards and evaluate any associated risks. This includes looking at areas such as:

- Welfare/Child Protection
- Supervision
- Health and Safety
- Fire safety
- Site security
- School Trips (see Safety on Educational visits policy for further information)
- Departments e.g. science

In addition, some topic specific risk assessments are required by legislation, for example those concerning substances hazardous to health and asbestos.

Risk assessments can assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for an activity.

### **Method of Assessing Risk**

Each School has a responsibility to ensure that the risk posed to pupils, staff, property, contractors and visitors are reduced as far as reasonably practicable.

Risk assessment can be broken down into 5 steps:

Step 1 Identify the hazard

Step 2 Decide who or what might be harmed and how

Step 3 Evaluate risk and decide on precautions

Step 4 Record significant findings and implement them

Step 5 Review the assessment and update if necessary

Risk assessments are reviewed at least annually.

SCHEDULE OF REVIEW FOR KEY RISK ASSESSMENTS							
Type of risk assessment	Description	Person responsible		Format of review		Location of risk assessment	
		Regent's Park	Sloane Square & FHP	Regent's Park	Sloane Square & FHP	Regent's Park	Sloane Square & FHP
<b>Facilities</b>	Relating to routine facilities tasks, i.e working at height, manual handling	Facilities Manager	Facilities Manager	Reviewed on an ongoing basis as needed, with a full review in Sept. Review signed off by the Facilities Director	Reviewed on an ongoing basis as needed, with a full review in Sept. Review signed off by the Facilities Director	Hardcopies kept on file in Facilities Office	Hardcopies kept on file in Facilities Office and stored on Sharepoint
<b>Fire</b>	Internal fire risk assessment	Facilities Manager	Facilities Manager	Internal reviews conducted annually in January. Review signed off by the Facilities Director. External risk assessment conducted every three years	Internal reviews conducted annually in January. Review signed off by the Facilities Director. External risk assessment conducted every three years	Hardcopies kept in the Facilities Manager's office	Hardcopies kept in the Facilities Manager's office and electronically in shared drive
<b>Space</b>	A general assessment of the safety of individual spaces	Assistant Head (Ops) / Senior Deputy Head	Deputy Head (Academic)	Reviewed annually in September, review signed off by the Head.	Reviewed annually in September, review signed off by the Head.	Hardcopies kept in Assistant Head (Operations) office	Stored electronically in shared drive
<b>Trip</b>	Including travel to/from the trip, activity specific risks and medical needs	Trip organiser/EVC	Trip organiser	Prepared individually for each trip and signed off by the Assistant Head Operations or EVC	Prepared individually for each trip and signed off by the EVC (or Deputy Head for residential trips)	Hardcopies retained by EVC and stored in Evolve	Stored on Evolve and electronically in shared drive
<b>Dept</b>	Relating to activities and spaces specific to higher risk departments: PE, Art, Music, Drama and Science.	Head of Dept	Head of Dept	Reviewed annually in September. Review signed off by the Deputy Head	Reviewed annually in September. Review signed off by the Deputy Head	Electronically in shared drive	Stored electronically in shared drive

## Responsibilities

All employees are responsible for assisting with and participation in the process of risk assessment. Particular areas of risk are delegated as follows:

- **Welfare/Child Protection**

The format of risk assessment as to pupil welfare may vary but the procedures followed are set out in the Safeguarding and Child Protection policy. The Designated Safeguarding Lead oversees this area of risk including assessment, record keeping, actions taken and sharing of information as appropriate.

- **Supervision**

Supervision on educational visits, including information on ratios of pupils to teachers and requirements for risk assessments are laid out in the Safety during Educational Visits policy. Risk assessments for trips are the responsibility of the trip leader under the supervision of the Educational Visits Co-ordinator (EVC).

- **Responsibilities**

All members of staff are responsible for cooperating with the Head, COO, and other members of the Senior Leadership Team and should report any risks to the Facilities Manager.

## Supervision of pupils at other times

We ensure that children do not have unsupervised access to potentially dangerous areas such as science laboratories. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Children and young people do not have unsupervised access to the grounds, maintenance, catering and caretaking areas of the school. In order to reduce risks, students are supervised by staff during break and lunch time in accordance with the school duties rota.

- **Other areas of risk**

Other areas of risk are overseen by the Health and Safety committee with specific areas of responsibility delegated as follows:

Areas of responsibility	
Health and safety	Head, Chief Operating Officer & Director of Estates & Facilities, Deputy Head Operations (SSq) Assistant Head Operations (RP) Deputy Head Academic (FHP)
Buildings and security	Facilities Manager
Fire	Facilities Manager
First Aid	Medical Team
Departments particularly high risk areas e.g. Art, Science, PE	Head of Department

## **Record keeping and review**

Risk assessments are kept whilst relevant. Risk assessments are reviewed and updated regularly (usually annually, after an incident or near miss, or when new processes and machinery/equipment are introduced).

## **Training**

All staff receive information on the school's arrangements for risk assessments and specialist training is given where required.

Guidance on completion of risk assessments is available from the Senior Deputy Head (RP), Deputy Head Operations (SSQ), Educational Visits Coordinator and the Facilities Manager.

## **Specialist Risk Assessments**

The facilities managers arrange for specialists to carry out the following risk assessment and servicing:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

## **Support Areas**

- Catering: risk assessments and training are undertaken for every item of catering equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training from the contractor to their employees covers risk assessments, protective equipment and safety notices. All catering staff are food hygiene trained and certificated.
- Cleaning: Francis Holland Schools outsources cleaning but ensures the cleaning contract team receive training relevant to risks associated with cleaning activities, such as COSHH, manual handling and slips and trips and evidence of this is reviewed by the Director of Estates & Facilities.
- Facilities: a number of risk assessments have been created for facilities duties, with particular emphasis in training given to minimising the risk of injury from manual handling and working at heights, lone working, asbestos, control of contractors on site.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen. These workstation assessments are completed initially by way of a display screen equipment self- assessment form with actions required then followed up by the Facilities Manager.

## **Buildings**

Buildings are included in the risk assessment process through a number of audits and other actions:

- Independent Health & Safety Audit
- Independent Fire Risk Assessment

- All buildings are subject to a program of 5 yearly NIECC inspections, annual boiler inspections, and PAT testing

Specialist equipment is under a maintenance contract (e.g. fume cupboards, dust extraction, PE Equipment)