



PRIOR PARK SCHOOLS

An Education for Life

RISK ASSESSMENT AND MANAGEMENT POLICY

Whole Trust? Yes	Statutory? Yes	Website? No
Reviewed: September 2016	Next review: September 2020	



Prior Park Schools (PPS) comprises four schools. Three of those schools, Prior Park College, The Paragon and Prior Park Preparatory School are incorporated in England as Prior Park Educational Trust Ltd. The fourth Prior Park School Gibraltar is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

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

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Appendix 1: Risk Assessment and Management Form Template

1. Mission Statement

- 1.1 Prior Park Schools is committed to a systematic approach to risk assessment, with a view to promoting the welfare of all of our pupils, staff, contractors, and visitors to our site, through the identification and management of major risks.
- 1.2 The purpose of this overarching risk assessment and management policy is to ensure that suitable and sufficient assessments are undertaken for activities where there is likely to be significant risk. Particular attention should be paid to key areas of risk such as supervision and school trips.
- 1.3 Such assessments will allow for the development and implementation of control measures to minimise and manage risks as far as is reasonably possible and practicable.
- 1.4 This policy will therefore provide those affected by school activities, particularly the organisers and supervisors, with the necessary guidance and suitable information on what to do when planning and carrying out activities.

- 1.5 This guidance is applicable to general risk assessment. Where specialist skills are required (for instance, in cases involving asbestos, fire, water quality, and hazardous substances) legislative requirements will be met and expert guidance sought where applicable.

2. Risk Assessment Process

- 2.1 Risk assessments will take into account:
- a) Hazards - the identification of something which has the potential to cause harm
 - b) Risks - an evaluation of the likelihood of the hazard/s causing harm
 - c) Risk rating - an assessment of the severity of the outcome of an event
 - d) Control measures - the identification of physical measures and procedures which could be put into place to mitigate the risk/s
- 2.2 Bearing the above format in mind, the risk assessment process will consist of the following six steps, determining:
- a) What could go wrong?
 - b) Who might be harmed?
 - c) How likely it is to go wrong?
 - d) How serious it would be if it did go wrong?
 - e) What you are going to do to stop it going wrong?
 - f) How you are going to check that your plans are working?
- 2.3 This process should be completed through the filling out and recording of a risk assessment form (a template of which is given in Appendix 1), by the member of staff organising the activity.
- 2.4 This Risk assessment form must be submitted for approval to the relevant Head of Department and the Health & Safety Co-ordinator
- 2.5 This form must then be kept as a secure record of correct operating procedure in the Risk Assessment folder in Microsoft Office 365. This record should be stored for 7 years, in accord with the Record Retention Policy.

3. Risk areas requiring action

- 3.1 Risk assessments should be carried out/be in place in regard to the following:

1) Educational

- a) Pupil supervision (this should be carried out in accord with safeguarding and welfare requirements and procedures).
- b) School Trips - distinguish between trips to local institutions and trips further afield, both domestically and abroad
- c) General Classroom Activities
- d) Science Experiments (Use of Hazardous Equipment)
- e) Design & Technology (Use of Hazardous Equipment)
- f) Sport and PE Activity (including procedures for Away matches)
- g) Drama & Dance
- h) Art & Music
- i) CCF
- j) Duke of Edinburgh

2) Support

- k) Site visitors
- l) Grounds/Traffic Management
- m) Security (including in boarding and EYFS areas)
- n) Maintenance
- o) Catering and Cleaning
- p) Fires and Emergencies

3.2 Other risk areas, not directly related to Health and Safety but still requiring attention, are:

- a) Financial risk
- b) Recruitment procedures (including governing body oversight)
- c) Reputational risk
- d) Terrorism (including the need to prevent fundamentalism and radicalization)
- e) Pupil self-harming

4. Reviewing Risk Assessment and Management Policies

4.1 Risk assessments and management plans should be reviewed in the following circumstances:

- a) When there are changes to the activity
- b) After a near miss or accident
- c) When there are changes to the type of people involved in the activity
- d) When there are changes in good practice

- e) When there are legislative changes
- f) Annually, if for no other reason (this also applies to this overarching Risk Assessment and Management Policy)

5. Responsibility and Training

- 5.1 The Headmaster and the Governors will be ultimately responsible for the overarching risk assessment and management policy of the school. This will be reviewed by them on an annual basis.
- 5.2 The Deputy Headmaster, Prior Park Schools Business and Finance Director and Head of Departments will be responsible for the maintenance, review and implementation of the various risk assessment and management policies contained within the overarching Risk Assessment and Management policy.
- 5.3 It is the responsibility of those proposing and organising school activities, to carry out a risk assessment (as outlined in Section 2, and using the format given in Appendix 1), before submitting it to their Head of Department.
- 5.4 All staff will receive guidance on risk assessment and management as part of their induction training. This will be refreshed on an annual basis.
- 5.5 Risk assessment and management training will be provided on specific areas where identified by the DHM, PPS BAFD, DB, AB or HoD.



General Risk Assessment

Activity/Area being assessed:

Assessor:

Date of Assessment:

Review Date(s):

HAZARDS/PERSONS BEING AFFECTED

**CONTROL MEASURES IN PLACE
(What are you doing already?)**

FURTHER ACTIONS REQUIRED

RISK LEVEL

Appendix 2: Self-Evaluation Table

No.	Action Required	Further Details	Evidence	Action Owner
1	Policy in full and regular use by all staff as relevant			
2	Error reporting to SLT			
3	Risk assessments must be carried out in regard to all the areas outlined in Section 3	This is the responsibility of those proposing and organising school activities		
4	Risk assessments must be in accord with the process and format laid out in Section 2			
5	Risk assessment practices must be re-evaluated, and if necessary changed, in light of the circumstances identified in Section 4			
6	The Governors and the Head Masters must review the Risk Assessment and Management Policy on an annual basis			
7	All staff must receive guidance on risk assessment and management as part of their induction training	This must be refreshed on an annual basis		