



ORWELL PARK SCHOOL
Nacton, Ipswich IP10 0ER

SCHOOL RISK ASSESSMENT POLICY

Date: April 2023

Status: Approved

Review Date: April 2025

SAH 04/23

Introduction

1. Orwell Park School prides itself on the quality of teaching and pastoral care provided to each of its pupils. The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Headmaster, supported by the Senior Management team.
2. Orwell Park School is committed to safeguarding and promoting the well-being of children and young people as its number one priority and will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees, pupils and visitors in support of this priority.

Scope

3. This Policy is applicable to all staff. Risk assessments for activities or use of certain areas of the school are an essential component of the School's approach to ensuring and maintaining a safe working environment. All staff are required to consider the hazards and resultant risks for activities which are under their control or in which they have an interest. This includes the requirements of guidance from the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundation Stage standards.

Objectives

4. The objectives of the policy are as follows:
 - To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
 - That identified control measures are implemented to control risk so far as reasonably practicable.
 - That those affected by school activities have received suitable information on what to do.
 - That risk assessments are recorded and reviewed when appropriate.

Guidance

5. The Headmaster, SMT, Bursar, Heads of Department and line Managers will be responsible for the implementation of this policy.
6. This policy is applicable to general risk assessment although it is part of the School's overall arrangements for managing risk (please see School Finance Policy and Risk Register for further information on this). Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place and specialist advice and consultancy will be provided to fulfil these requirements and the respective risk assessment. Teaching area risk assessment checklists are also in place for guidance. In addition to the scope of this policy, specific risk assessments may be produced as required by the SMT when it is considered necessary; an example of this is the School Covid-19 Risk Assessment which is in use during the current period.
7. All staff will receive guidance on risk assessment as part of annual H&S refresher training during Inset. Further risk assessment training will be provided on specific areas where requested and approved by the Headmaster and Bursar. The Bursar, Site Manager and H&S consultant can also provide additional advice on risk assessment guidance to staff should they require it. Further specialist advice and guidance is available from the following sources:
 - School H&S Policy
 - Health & Safety Executive, (HSE) Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)
 - "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

- "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- Early Years Foundation Stage: Statutory Framework
- Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)

8. A template risk assessment form is included at Appendix I to this policy; the document can be used by staff and amended and adapted as they require. Previous examples of risk assessments are also available on the school extranet/staff portal and may be used to assist staff in planning activities. The School adopts the CLEAPSS advisory service model risk assessments for lessons in Science and Design & Technology. A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

9. Risk assessments will follow the guidance from HSE regarding the general conduct and approach to assessing risk which is summarised as follows:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm and whom it might affect
- 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

10. The risk assessment process will consist of the following 6 steps:

- what could go wrong
- 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

11. The Headmaster, SMT, Bursar, Heads of Department and line managers will be responsible for the maintenance of risk assessment records for their respective areas.

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

13. **Monitoring and Evaluation**

The Bursar will be responsible for ensuring that this policy is monitored and evaluated throughout the School. This will be undertaken through review and reports from the school consultants on H&S and Fire, reports received from Deputy Head Pastoral, Head of Boarding and Head of Pre-Prep, Site Manager and other staff.

14. **Links with other School Policies**

This policy exists alongside and supports other school policies and has particular links to the following school policies:

- H&S Policy
- Trips and Visits policy
- Safeguarding policy
- Supervision policy

Appendix 1: School Risk Assessment

ORWELL PARK SCHOOL RISK ASSESSMENT TEMPLATE DOCUMENT

*L = Likelihood C = Consequence (use low - medium - high grading). It is intended that all risks are reduced to “Low” by the combination of control measures and additional controls, if staff are concerned with the level of residual risk they should contact Bursar, Head of Activities, Site Manager or Headmaster to discuss the matter and seek further support.

Risk assessment should be viewed as a dynamic process and be reviewed in light of local conditions, weather forecast and changes in circumstances ahead of the intended activity/practice.

ACTIVITY or FACILITY: –		CONDUCTED BY:			DATE COMPLETED:	
Specific					Date Reviewed	
Hazard	Who may be harmed	Risk L*	Risk C*	Present control measures	Additional control measures/concerns	Residual Risk level (combined L & C assessment)

Approval

Additional requirements:

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Name

Position:

Signature:

Date:

Appendix 2: Areas Requiring Risk Assessment (non-exhaustive)

RISK ASSESSMENTS PRODUCED BY THE SCHOOL

Facilities

- General site (including general safeguarding risks and hazards)
- North Hall Reception area
- Boarding House
- Pre-Prep
- Sports facilities (including swimming pool)

Educational Activities (please also see Appendix 3)

- Science experiments
- Design & technology
- Food technology
- Sport and PE activity (use of facilities and specific activities)
- Activities (including school activities carousel), including the following:
 - Assault course
 - Canoeing
 - Sailing
 - Climbing
 - Camping
- Creative and performing arts
- Music (including Recitals and performances)
- Drama & dance (including productions and performances)
- General classrooms where appropriate
- Educational Visits
- Boarding
- EYFS
- Visiting speakers (a specific risk assessment process is overseen by the Deputy Head Pastoral for this).
- Significant whole school events

General Areas

- Maternity/Expectant Mother
- Personal risk assessment (this may be informed by guidance from OH specialists where appropriate)
- Personal stress risk assessment
- Young person's risk assessment
- Personal evacuation plans
- Catering and cleaning
- Caretaking and security
- Cleaning activities
- Grounds
- Office
- IT

Other

- Fire
- Legionella
- Asbestos
- COSHH
- PAT
- Ladders
- On site and other activities

Appendix 3: Risk Assessments Required for Main School Events (non-exhaustive)

RISK ASSESSMENTS for SCHOOL EVENTS

1. Introduction. It is important that any school event is correctly planned and that a risk assessment process is undertaken ahead of the event. The School Risk Assessment Policy contains guidance on the process and the School H&S Policy has guidance on general arrangements for H&S in School.
2. Responsibility for Risk Assessments. An outline schedule of responsibilities for key school events is as below.

Ser	School Event	RA Produced by	SMT Lead	Comment
1	Trips and Visits	Staff member lead	EVC	
2	Concerts (Autumn and Spring)	Dir of Music	MOB	
3	Recitals	Dir of Music	MOB	
4	Drama Productions	Head of Drama	MOB	
5	Middle School Chapel services	Head of Middle School	HC	
6	Senior School Chapel	Deputy Head Pastoral	MOB	
7	Engineering Day	Head of Digital Strategy	MOB	
8	Activities	Activities Lead	MOB	
9	Christmas Fayre	Charities Lead	MOB	
10	Charity Events Prep School	Charities Lead	MOB	
11	Pre-Prep Events	Head of PP	MOB	
12	EYFS Events	EYFS Lead	AWW	
13	Bust-up & Review	Head of Drama	MOB	
14	Boarders Activities	Head of Boarding	MOB	
15	Scholars Week	Deputy Head Pastoral	ADB	
16	Leavers Church service	Deputy Head Pastoral	MOB	
17	Speech day	Deputy Head Pastoral	MOB	
18	Pupils Cricket and fayres etc	Dir of Sport & Charities Lead	MOB	
19	Leavers Ball	Headmaster's Wife	ADB	
20	Open days and Induction days, taster days etc	Registrar	ADB	
21	Creche for Open day type events	Head of Pre-Prep	ADB	
22	Sound and Light set-up for all School events where required.	Head of Digital Strategy	MOB	
23	Leavers week events	Lifeskills Lead	MOB	
24	Examinations and assessments	Deputy Head Academic	ADB	
25	Senior School Fair	Headmaster PA	ADB	
26	Desert Rats Day	Headmaster PA	ADB	