Risk assessment policy

Version control

Owner	Director of Operations
Last Updated	13 Aug 2025
Next Review	13 Aug 2026
Circulation	Website

Policy table of contents

Scope

This policy is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) and National Minimum Standards for Boarding. It aims to clarify the detail held within the Health and Safety Policy, particularly in regard to the pupil welfare standards.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips where appropriate
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.
- To ensure the welfare of pupils at the school is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified, including to assess risks under the School's Prevent Duty.

The purpose of risk assessment is to identify hazards and evaluate any associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety (in the form of Fire Risk Assessments)
- School Trips (where necessary)
- Radicalisation (the Prevent duty)
- Organisational risks as identified by the Governing Body Risk Management Committee.

Risk assessments do not have to be complicated. The level of detail contained in them should be relevant to the level of the risks involved with the activity.

Division of responsibility

Employees are responsible for:

a) Assisting with and participating in the process of risk assessment.
b) Heads of Department (or equivalent line managers) are responsible for: Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

Members of SMT are responsible for:

a) Allocating resources in response to risk assessments completed within departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
b) Setting up frameworks for decision making and corporate strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.
c) Ensuring that those who are tasked with completing risk assessments within departments are suitably trained to do so.

Legal aspects of risk assessment

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment;

- *The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc.)*

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones;
- Identify and prioritise the measures required to comply with any relevant statutory provisions;
- Remain appropriate to the nature of the work and valid over a reasonable period of time;
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

Conducting risk assessments

Cranleigh has a responsibility to ensure that the risk posed to staff, pupils, property, contractors and the public are reduced, so far as reasonably practicable.

When conducting a risk assessment, line managers should adopt a team approach to risk assessment whenever possible and involve staff members who have practical experience as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out.

Types of risk assessment

All significant risks shall be assessed. The standard CS template should be used wherever possible, although other formats are permitted in some cases.

Although the principals of assessment remain the same their application can differ. There are 3 recognised methods of assessment;

a) Formal – A written method of evaluating the risk of harm (as described above).
b) Generic – An evaluation of risk that can be applied to common tasks or locations.

In some circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.

c) Dynamic – A mental assessment of risk for use when any delay would increase the risk from harm.

Training

Cranleigh will provide appropriate risk assessment training for staff as necessary, as identified by their line manager.

Communication

Relevant information identified in the risk assessment regarding the hazards and the appropriate control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate.

Monitoring

Managers or appropriate persons shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

In addition, the School will engage an expert to review the Health and Safety management systems at an interval of approximately every 18 months to ensure external and expert scrutiny of the Schools' sites and procedures.

Review of policy

This policy will be reviewed annually or at an earlier date if changes are required due to risk assessment review or changes in legislation and/or guidance.

Key areas of consideration

- pupil supervision (including safeguarding and welfare requirements). This will include implementation of roles undertaken by the School's designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- school trips
- management of visitors on school premises
- fire and emergencies

- management of hazardous substances (COSHH)
- use of hazardous equipment e.g. in Design Engineering, Art etc
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable
- security

Risk areas which are not directly related to health and safety, including but not limited to:

- financial
- recruitment procedures including governing body oversight
- reputational
- terrorism, including the prevention of fundamentalism and extremism (Prevent)
- pastoral assessments and welfare plans.