

# DE LA SALLE COLLEGE



## RISK ASSESSMENT POLICY

*“THE PRUDENT SEE DANGER AND TAKE REFUGE, BUT THE SIMPLE KEEP GOING AND PAY THE PENALTY.”*

PROVERBS 22:3

Compiled by: The College Director	Last Reviewed: January 2025
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## Other related policies and documents:

Attendance Policy, Appropriate Physical Interventions Policy, Behaviour Policy, Biting Policy, Children Missing in Education Policy, Crisis Management Policy, Exposure to sun policy, Health & Safety Policy, First Aid Policy, Intimate Care Policy, Lockdown policy, Mental Health and Well-being Policy, Safeguarding Policy, Educational Visits Policy, Student Supervision Policy, Visitors, Guests and Parental Enquiries Policy.

## Introduction

Risk assessment and risk management should be seen as just one part of a comprehensive health and safety and security policy for your school. Refer to College Health and Safety Policy.

This guidance is applicable to all those with responsibility for developing and implementing risk management strategy and undertaking risk assessments for activities which are under their control. This aims to meet the requirements of the Independent Schools Inspectorate's Regulatory Requirements.

The College aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified,
- All control measures that are reasonably practicable are in place to avoid injury or harm,
- Risk assessments are conducted and reviewed on a regular basis.

## Risk Assessment

A risk assessment is a means of auditing the potential for unwanted situations to occur, enabling decisions to be made about steps which could minimise the possibility of the situation arising. Effective risk assessment leads to the development of effective and informed risk management strategies which in turn reduce the likelihood of serious incidents and/or losses and can thereby significantly reduce costs.

There are four main types of risk assessment:

- Baseline Risk Assessments - these enable the school to have an overview of all the hazards and risks in the College, e.g., the external Health and Safety inspection conducted annually. This enables the more significant risks to be identified so that resources can be targeted at monitoring and controlling them.
- Risk assessments required by specific legislation - such as the Fire Safety Order, the Control of Substances Hazardous to Health Regulations, or the Work at Heights Regulations.
- Area/activity risk assessments - such as classrooms, laboratories, extra-curricular activities, plant rooms, workshops or offices and sports activities, educational visits, and drama productions.
- Individual (personal) risk assessments - triggered by a specific event such as a member of staff announcing she is pregnant, or if an individual pupil or member of staff has special needs relating to H&S e.g., as a result of a disability or illness.

Staff members are responsible for completing and regularly reviewing the risk assessments for all the areas and activities they are responsible for.

## Guidance

The Governors are responsible for the overarching risk assessment policy of the College. The Head of College agrees the risk appetite and tolerance levels and is responsible for the risk management of the College. Day to day management of risk responsibility is delegated to the Senior Leadership Team (SLT) and relevant staff members.

The following are key risk areas:

- Pupil supervision - including safeguarding and welfare requirements;
- School Trips;
- Management of visitors on school premises;
- Fire, emergencies and evacuations;
- Traffic and pedestrian interaction on site;
- Management of hazardous substances;
- Use of hazardous equipment;
- Legionella;
- Asbestos;
- Safer recruitment;
- Security.

This policy puts in place measures to control major risks and identify sufficiently detailed procedures for risk assessment. This includes when to complete risk assessments, who is responsible for drafting and checking them, training requirements for staff and how long records should be kept.

## Procedure

Risk assessments should be completed whenever potential hazards are identified as linked to a particular activity or situation when it is deemed that measures or precautions are required to prevent harm.

Risk assessments should be undertaken or reviewed:

- When there are changes to people involved in activities;
- Where there are changes in good practice or to legislation;
- After a near miss or accident;
- Annually if for no other reason.

Risk assessments should be completed by the relevant member of staff, e.g., Designated Safeguarding Lead (DSL), Estate Manager, Assistant Head (Safeguarding), Heads of Department, Trip Leader, Event Organiser etc. All risk assessments are to be reviewed by the College Director or Assistant Head Safeguarding.

All staff will receive guidance on risk assessments as part of their induction. Training will be refreshed annually through Health & Safety Committee Meetings and via online training. (Refer to Training log)

Risk assessment records will be kept for as long as they are relevant, or for 4 years following their creation, after which they will be disposed of securely

## Risk management

Risk assessments will consider:

- Hazard - something with the potential to cause harm;
- Risk - an evaluation of the likelihood of the hazard causing harm;
- 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.
- Review – a review of the control measures put in place to assess their effectiveness.

## Completing risk assessments

Multiplying the likelihood and severity of any risk together, will result in a risk rating. The issue at stake at all times when carrying out risk assessment is to ensure the safety and welfare of all those involved.

When assessing risks in the College we will follow the process outlined below. We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

The five key processes outlined below:

1. Identify Hazards. Make a list of all hazards or potential security issues. These should include the various types of hazards as mentioned earlier including unsafe acts, physical conditions and omissions.
2. For each one, decide who might be harmed, how severe the harm might be, and what the full impact on the school is likely to be in the worst-case scenario.
3. Evaluate the risks (the likelihood that the harm from a particular hazard will be realised) arising from each hazard and decide whether your existing precautions are adequate or if more should be done.
4. Record your findings and monitor the situation.
5. Review your assessment and revise as necessary.

This methodology is outlined in the College Health and Safety Policy as well as the Educational Visits Policy with a standard proforma available in the staff shared area.

The overall aim with any risk assessment is to reduce the level of all residual risks to a level where all those concerned accept and tolerate them.