POLICY NAME	Risk Management and Risk Assessment Policy	POLICY OWNER	Rory Pope
APPROVED BY	GRNS	DATE APPROVED	March 2026
DATE OF LAST REVIEW	March 2026	DATE OF NEXT REVIEW	March 2027
POLICY SOURCE	Independent Schools' Bursars Association (ISBA March 2023)		

Risk Management and Risk Assessment Policy

1   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) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage.

2   Objectives of Risk Management and Risk Assessments

2.1   To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.

2.2   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.

2.3   To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, including school trips and activities off site.

2.4   That identified control measures are implemented to control risk so far as reasonably practicable.

2.5   That those affected by school activities have received suitable information on what to do.

2.6   That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

2.7   To identify those in the school responsible for conducting risk assessments and monitoring their implementation.

3   Guidance

3.1   The Headmaster, Bursar and Governors are responsible for the overarching risk management policy of the school. The Bursar and Heads of Department are responsible for the implementation of the risk management policy. The policy is formally reviewed on an annual basis at the Health and Safety Committee meeting and at the Governance, Risk, Nominations and Strategy (GRNS) Committee.

3.2   This policy is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

3.3   Port Regis has identified the following key risk areas:
   (a)   pupil supervision (including safeguarding and welfare requirements).
   (b)   school trips
   (c)   management of visitors on school premises
   (d)   fire and emergencies
   (e)   traffic and pedestrian interaction on site
   (f)   management of hazardous substances
   (g)   use of hazardous equipment e.g. in DT, Art etc
   (h)   legionella
   (i)   asbestos
   (j)   open water safety, including the swimming pool and the Pond
   (j)   the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
   (k)   trees (falling branches etc)
   (l)   firearms
   (m)   risk areas which are not directly related to health and safety, including but not limited to:
       (i)   financial
       (ii)   recruitment procedures including governing body oversight
       (iii) reputational
       (iv)   terrorism, including the prevention of fundamentalism and extremism
       (v)   pupil self-harming
       (vi)   security, specifically in boarding and EYFS
       (vii) cyber security
       (viii) data protection and GDPR
       (ix)   staff recruitment, retention and wellbeing

4   Risk Assessment Procedures

4.1   Risk assessments are to be initiated during the initial planning phase of an activity. They are to be refined as more information becomes available. Risk assessments are to remain dynamic, adjusted to reflect any changes in circumstances.

4.2   In most cases, risk Assessments are to be initiated on iAM Compliant, using the template risk assessment forms. Risk assessments for lessons in Science and Design & Technology adopt the CLEAPSS Advisory Service model. Risk assessments relating to school trips and offsite boarding activities are to be initiated on Evolve.

4.3.   Activity leads / risk owners are responsible for drafting the associated risk assessment. This is to be checked by the Bursar or Head, as appropriate. The responsibility of checking the

risk assessments may be delegated to the Health and Safety Coordinator, or Head of Department, if appropriate.

4.4 Risk assessments are to consider:
- (a) hazard - something with the potential to cause harm
- (b) risk - an evaluation of the likelihood of the hazard causing harm
- (c) who is at risk
- (d) risk rating - assessment of the severity of the outcome of an event
- (e) control measures - physical measures and procedures put in place to mitigate the risk
- (f) residual risk – the level of risk remaining after the control measures have been implemented

4.5 Risk assessments will be reviewed by the owner of the risk assessment:
- (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) when there are significant changes to hazards
- (g) annually if for no other reason

4.6 All staff receive training on risk assessment as part of their induction. Individuals responsible for writing risk assessments receive additional training, currently in the form of online training on the TES website ('Risk Assessment in Educational Settings', and 'Risk Assessments for School Trips'), which are refreshed every 3 years.

4.7 The Bursar, Health and Safety Coordinator and Heads of Department is responsible for the maintenance of risk assessment records.

4.8 A list of areas which require risk assessment is included at Appendix 1.

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Section B Part 3 (http://www.isi.net/)

B: Health & Safety Executive, Five steps to risk assessment (http://www.hse.gov.uk//risk/fivesteps.htm)

C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014), DfE website.

D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

F: "Insurance" Chapter K of the ISBA Bursar's Guide

G: Early Years Foundation Stage: Statutory Framework

H: Charities and Risk Management, The Charities Commission CC26 (www.charity-commission.gov.uk)

I: Helping your board to meet their responsibilities: How to Manage risk - NCVO(www.ncvo-vol.org.uk)

J: Prevent duty guidance (www.gov.uk/government/publications/prevent-duty-guidance)

K: National Minimum Standards for Boarding Schools September 2022

Appendix 1 to the Port Regis Risk Management and Risk Assessment Policy

A list of areas requiring risk assessment (non-exhaustive):

Educational:
- Science experiments
- Design and technology
- Food technology
- Sport and games activity
- PR+
- Art
- Music
- Drama and dance
- Classrooms
- School trips
- Hobbies

Support:
- Catering and cleaning
- Security
- Maintenance
- Grounds
- Asbestos
- Legionella
- Traffic management
- Site visitors
- Fire and emergencies

Pupil Safeguarding and Welfare:
- Pupil supervision
- EYFS
- Medical and first aid
- Playgrounds
- Outdoor recreation including Forest School
- Weekend (boarding) activities