

Risk Assessment Policy

The school acknowledges the importance of risk assessments in ensuring the safety and welfare of students and staff. Assessments need to address feasible risks and suggest suitable measures to counter any negative outcomes. In areas requiring specialist expertise (such as Fire Risk Assessment) the school employs external professionals, but other assessments are completed by staff. Activity assessments need to be completed prior to the event and submitted to the Deputy Head for reference in case of emergency.

Trips

Risk assessments are not required for day visits such as trips to the theatre or museums but residential visits or those involving high-risk physical activity (such as the Calshot Activity Centre weekend) should be assessed. Part of this assessment should include relevant documents from the external providers of the visit, including their own risk assessments and verification that all staff involved with students have completed the prescribed Safeguarding checks. The RA should include names and contact details of school staff conducting the visit, contact details for the centre and give evidence of a sensible range of risk consideration. Overseas visits will require greater attention to detail.

Visits involving caving, climbing, trekking, skiing or watersports require a check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Premises

Fire Risk Assessments are conducted periodically by external professionals. The last assessment was in 2009 and a new assessment was commissioned in August 2016. An on-going assessment of more general safety is conducted by the members of the Health and Safety Committee and reported back in committee meetings.

Training / Advice

The Deputy Head gives training to staff in basic Risk Assessment and offers support and advice as necessary for individual assessments.