



SOLIHULL

Risk Assessment Policy

Owner: Assistant Bursar (Facilities, Compliance and Transport)
Reviewer: Health and Safety Officer
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Version 5

Risk Assessment Policy

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. Solihull School clearly recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to staff, visitors, general public and contractors and, in particular, pupils, and expose the school to the possibility of prosecution.

The aim of this policy is to set out the systematic approach for suitable and sufficient risk management throughout the school. This policy has particular regard for ensuring 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. It should be read and acted upon in conjunction with the school's Health and Safety Policy.

Objectives of policy

- 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 is reasonably practicable.
- That those affected by school activities have received suitable information and training on what to do.
- That risk assessments are recorded and periodically reviewed.
- To identify those in the school responsible for conducting risk assessment and monitoring their training and its implementation.

Key risk areas

The purpose of risk assessment is to identify hazards and evaluate any associated risks.

The school has identified its key risk areas and the policies and procedures that are designed to mitigate that risk. In addition, some topic specific risk assessments are required by legislation for example those concerning fire safety, pupil supervision, school trips etc.

A list of the key risk areas (non-exhaustive) which will require risk assessment is included at Appendix 1.

Other than the key risk areas, there will be non-standard activities which require an assessment by a trained individual. 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. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place, following best practice and relevant industry standards where applicable. Risk assessments can also assist in the identification of

requirements for levels of instruction, information, training and supervision that may be required for the activity.

Where relevant these risk assessments will be completed using industry standard assessment templates or guidelines. Note will be taken of relevant sector, activity and industry developments and protocols. All other risk assessments should be completed using the school template, available on Safety Cloud (the school's online health and safety management system) or from the Bursary.

Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the Bursar or Assistant Bursar (Facilities, Compliance & Transport).

Responsibilities

In conjunction with the school's Health and Safety advisors, Citation:

a) Employees are responsible for:

- Assisting with and participating in the process of risk assessment.
- Reporting any risks or issues as appropriate.

b) Heads of Department (or equivalent line manager including trip/activity leaders) are responsible for:

- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.
- Informing the Bursar, or other member of the School Leadership Team (SLT), if any risk cannot be minimised to an acceptable level.

c) The SLT is responsible for:

- 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.
- Setting up frameworks for decision making which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.
- Ensuring that those who are tasked with completing risk assessments within departments are suitably trained to do so.
- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures. Typically, these are likely to be in the form of the school's own guidelines such as those set out in the school's policies, procedures, handbooks and codes of conduct.

d) The Bursar will inform the Health and Safety Committee of any relevant findings or issues arising from any risk assessment.

Guidance

The following definitions are considered in the preparation of risk assessments:

- A hazard is something with the potential to cause harm;
- A risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be;
- A risk rating is the assessment of the severity of the outcome of the event;
- Control measures are the physical measures and procedures put in place to mitigate the risk.

The Bursar / Assistant Bursars/Maintenance Manager / School Marshal/Prep School Site Manager / Grounds Manager / EVC / Heads of Department will be responsible for the implementation of this policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, for example, asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place.

Risk assessment training will be provided on specific areas where identified and refreshed on a regular basis.

The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design and Technology.

Risk assessments will take into account the Health and Safety Executive's Five Steps to Risk Assessment which include the following steps:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions.
- Record your significant findings.
- Review your assessment and update if necessary.

The relevant Head of Department (or equivalent) will be responsible to the Assistant Bursar (Facilities, Compliance & Transport) for the maintenance of risk assessment records, which should be stored on Safety Cloud. A review of risk assessments will take place:

- 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;
- Where there are changes in good practice;
- Where there are legislative changes;
- Annually for no other reason.

Early Years Foundation Stage (EYFS)

The Prep Management Group must ensure that all reasonable steps are taken to ensure staff & children in these year groups are not exposed to risks and how risks are managed.

They must determine when a written risk assessment is required.

A risk assessment (not necessarily in writing) must be undertaken for educational visits and include consideration of adult to child ratios and the steps to be taken to remove, minimise and manage identified risks and hazards.

Appendix One

Areas requiring risk assessment (non-exhaustive):

Educational – onsite

- Safeguarding the welfare of pupils - Safeguarding & Child Protection Policy;
- Recruitment of new staff and visitors;
- Science experiments (using CLEAPPS);
- Design and technology;
- Food and nutrition;
- Sport and PE activity;
- Swimming;
- Art;
- Music;
- Drama;
- General classroom;
- CCF, including Rifle Range;
- Supervision of children in EYFS during breaks and lunchtime;
- Supervision of children in out of school care;
- Forest School;
- Chapel;
- Events at the Headmaster's house.

Educational – offsite (incl. DofE)

- Trips and Visits;
- David Fricke Mountain Cottage;

Support

- Cleaning;
- Catering;
- Security;
- Maintenance;
- Grounds;
- Administration;
- Transport;
- Health and Safety;
- Medical;
- Technical Support.