SUTTON VALENCE SCHOOL
SINCE 1576

Risk Assessment Policy

(Prep School and Senior School)

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Review Date: September 2025, or when events or legislation required

This Policy applies to Sutton Valence School (including, as the context requires, the Nursery, Prep School and Senior School).

1. General Statement

It is Sutton Valence School and Sutton Valence Prep School's policy to ensure that Risk Assessments are undertaken in accordance with their legal requirements. This policy addresses ISI Regulatory Requirements (Effective from Sept 2016), Part 3 – Welfare, Health and Safety of Pupils, paragraph 16 and should be read in conjunction with the following documents:

- Health and Safety Policy;
- Security Policy to Control Pupil Access to Risky Areas;
- Visits and Off-Site Policy;
- Fire Policy;
- First Aid Policy;
- Transport Policy.

Risk Assessments are regarded as useful tools, which help us to prevent accidents and ill health. For that reason, the School's Governors are committed to promoting the safety and welfare of all members of the school community. Governors' priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that there is a need to identify risks and adopt systems for minimising risks. It is important for our pupils to be educated to cope safely with risk.

2. Legal Position

We are required to undertake risk assessments for our activities and for our School Buildings. These assessments are required by numerous pieces of legislation including the Management of Health and Safety at Work Regulations 1999 (as amended), which set out the general risk assessment requirements.

3. Risk Assessment Procedures

We are undertaking a programme of risk assessments to cover general as well as specific risks for which there are particular assessment requirements in law. The types of risk assessment which are relevant to our work activities include those listed below.

The recommended actions arising from risk assessments are implemented by the Head of Department responsible for the particular activity or premises area.

There are numerous activities carried out at both the Senior and Prep Schools, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control;
- Fire Safety;
- Educational Visits and Trips;
- Swimming Pool Safety;
- Water L8 Approved Code of Practice.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- A hazard is something with the potential to cause harm;
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring;
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property);
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

The risk assessment process will consist of the following six steps:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did?
- What are you going to do to stop it?
- How are you going to check that your plans are working?

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money. It is also recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard or ensuring that chemicals are properly stored in locked containers.

A template risk assessment form is included in Appendix 1 and can be used for activities and for department areas. From September 2022, the format of the risk assessment was changed, it no longer shows a risk rating as recommended by our H & S advisors in accordance with the HSE. As risk assessments are updated, the risk rating format will be updated.

Risk Assessments are also routinely carried out for the following:

- Pupil supervision including safeguarding and welfare requirements;
- Site Security including management of visitors on school premises;
- Premises;
- Traffic and pedestrian interaction on site;
- Boarding Houses ;
- Lone working;

- Employees Working at Height;
- Management of hazardous substances;
- Use of hazardous equipment e.g. in Science, Art, DT etc.

The School makes use of model or generic risk assessments for educational activities and visits. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science and food technology activities.

4. Competent Assessors

Risk assessments are undertaken by assessors with relevant training and experience. Where appropriate, assessors seek input from the staff involved in the work activities being assessed.

Risk assessment training will be provided on specific areas and/or tasks where identified by the Bursar, Estates Bursar or Head of Department. Training is carried out by SGR Consulting Services Ltd. Where specialist skills are required, eg asbestos, fire and water quality, there is a separate policy guidance in place.

5. Communication

The significant findings of risk assessments are shared with staff by circulating the assessments to all employees and discussing the outcome of assessments at relevant staff meetings/Health and Safety Committee.

6. Review

Risk assessments are reviewed and updated annually by Heads of Department and the Estates Bursar.

Risk assessments will be reviewed:

- When there are changes to the activity;
- After a near miss or accident;
- When there are changes in good practice;
- When there are legislative changes;
- Annually if for no other reason.

7. Records

Records of risk assessments are retained for at least five years. A master copy of each assessment is retained in the relevant department and on Teams/SVS Policies and Procedures.