



RISK ASSESSMENT POLICY

Author/reviewer responsible:	AY	Last amended:	New
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PART 1: INTRODUCTION

Aims of this policy

- To state the College's risk assessment policy.
- To provide appropriate risk assessments for school activities, including staff training.
- To protect the health, safety and wellbeing of students, staff, visitors and others affected by our operations.

Requirements of this policy

This policy complies with Part 3, paragraph 11 of the [Education \(Independent Schools Standards\) Regulations](#) 2014: 'The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.'

Guidance on health and safety

This policy draws on the DfE guidance [Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies \(February 2014\)](#). It draws on guidance from the [Health and Safety Executive](#). It adheres to the requirements of the Independent School Inspectorate (ISI) regulatory handbook. The policy has followed the HSE guidance [Health and safety checklist for classrooms](#).

The purpose of risk assessment

Risk assessments focus on prevention. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions.

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the hazards or potential harm. Action needs to be identified to reduce the level of risk.

A hazard is anything with the potential to cause harm.

The risk is the chance, high or low, that somebody could be harmed by these and other hazards.

t 01481 237200

e office@blanchelande.sch.gg

w www.blanchelande.co.uk

a Blanchelande College LBG,
Les Vauxbelets, St Andrews,
Guernsey GY6 8XY

Approved as a Catholic School by the Diocese of Portsmouth
Company Registration Number 54177

Other relevant School policies

Other School policies relevant to health and safety should be read in conjunction with this policy:

- Safeguarding and child protection policy;
- Pupil behaviour policy;
- Anti-bullying policy;
- Fire safety policy;
- First aid policy;
- Supervision policy;
- Educational visits policy.
- Health and Safety policy.

PART 2: RESPONSIBILITY FOR RISKS

Specific roles and responsibilities

Please see Health and Safety Policy with regards to this.

It is the school's responsibility, through its management, to ensure risk assessments are completed and implemented. The school will also provide suitable and sufficient guidance for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.

All staff are expected to participate in the completion of risk assessments when requested to do so. All staff must also take responsibility for reporting any risks/concerns. Subject specific risk assessments are available upon request.

Risk assessment

Risk assessment is managed by the Vice Principal.

Risk assessments are written or reviewed and renewed on an annual basis and whenever circumstances change in a way that impacts on risk. The Vice Principal works with staff (through the health and safety committee) and pupils (e.g. through School Parliament) to ensure awareness of risks and hazards.

Educational trips and visits

Risk

assessments for all standard school activities are written by the relevant staff, or department. For trips, the risk assessment should be completed by the Group Leader, approved by the Vice Principal and included in the documentation taken by all accompanying staff. This is then uploaded to a specific TEAMS page.

All risk assessments must be submitted to the Vice Principal well in advance of the activity, to be checked and signed off. This submission time will vary depending on the nature of the activity.

Staff planning trips should consult the risk assessment section of the school's educational visits policy.