



## LOCHINVER HOUSE

### Risk Assessment Policy

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It is not only a legal requirement, but also Lochinver House School's belief that risks to health and safety should be controlled wherever possible through suitable and sufficient risk assessments. These assessments are conducted in the School on a regular basis and cover all identified risks to our pupils, staff, buildings, and grounds, in our daily routines and at all School events.

#### Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments. This includes the requirements of the Independent School Standards Regulations, and the Statutory Framework for the Early Years Foundation Stage (November 2024).

#### Objectives

- To ensure suitable and detailed risk assessments are undertaken, recorded and reviewed. To ensure control measures are implemented to control risk so far as reasonably practicable.
- That risk assessments are recorded and reviewed when appropriate.

#### Guidance

- The Bursar with support from the Health and Safety Committee, the Health and Safety Consultant, Facilities Manager and Heads of Department is responsible for the implementation of this policy.
- This guidance is applicable to general risk assessment.
- All staff receive guidance on risk assessment as part of their induction. Risk assessment training is provided on specific areas where identified by the Bursar, Facilities Manager or Head of Department.
- The School adopts the CLEAPSS (Consortium of Local Educational Authorities for the Provision of Science Services) Advisory Service model risk assessments for lessons in Science and Design & Technology.
- Risk assessments consider:
  - hazard - something with the potential to cause harm
  - risk - an evaluation of the likelihood of the hazard causing harm
  - risk rating - assessment of the severity of the outcome of an event
  - control measures - physical measures and procedures put in place to mitigate the risk
- The risk assessment process consists of the following 6 steps:
  - potential risks
  - who might be harmed
  - potential for adversity
  - seriousness
  - risk mitigation
  - risk monitoring
- The Bursar is responsible for the maintenance of risk assessment records.



## Frequency of Risk Assessments

Risk assessments will be reviewed:

- 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
- when there are changes in good practice
- when there are legislative changes
- annually.

The School completes its own specific risk assessments with regards to major on and off site activities, and specialist areas

- Educational visits and trips - Staff responsible for taking children off site carry out a risk assessment. For those involving the Early Years Foundation Stage (EYFS), ratios meet the statutory requirements for the Statutory Framework for the Early Years Foundation Stage (November 2024).
- Early Years Foundation Stage
- Science, Design and Technology, Food Technology, Art, Sport and PE.

## Reporting Procedures

Risk assessments are shared with the Health and Safety Committee. The Nominations and Governance Committee ensures that the Schools approach to risk, including risk assessments is robust.

Medical risk assessments for first aid and other treatments and procedures form part of our First Aid policy. The School Nurse is responsible for ensuring medical reports are passed to the Bursar where appropriate.

Child protection and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to risk of employing staff who are barred from working with children. We extend this to Governors and volunteers and we manage this risk at an acceptable level, ensuring that everyone in our community receives regular child protection training.

All staff and volunteers receive information on Health and Safety, Fire Safety and Evacuation and Acceptable User and Cyber-Security and a full induction regarding such risks when commencing work at the School.

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Policy Reviewed: 11.04.2025  
Policy Review Date: 19.04.2026  
Policy linked to: Accessibility Policy, Critical Incident Management Plan, Educational Visit Policy, Fire Risk (Prevention) Policy, First Aid Policy, Health and Safety Policy

