LOCHINVER HOUSE

Risk Assessment Policy

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 and reviewed 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 (2026).

The policy aligns with key legislation and regulatory requirements to ensure a safe environment for staff, pupils and visitors and should be read in conjunction with the Health and Safety policy.

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 risks are recorded and reviewed when appropriate.

Guidance

- The Health and Safety Committee, Senior Leadership Team, Facilities Manager and Heads of Department are 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 Senior Leadership Team, Facilities Manager of Head of Department.
- The School adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.
- Risks assessments consider:
    - Hazard – something with the potential to cause harm
    - Risk – an evaluation of the likelihood of the hazard causing harm
    - Control measures – physical measures and procedures put in place to mitigate the risk
- The Senior Leadership Team and Facilities Manager are responsible for the maintenance of risk assessment records and all risk assessments are recorded on a central risk assessment register.

Risk Assessment Process

The risk assessment process will consist of the following steps:

- Identifying hazards
- Considering who might be affected

- Evaluating risks
- Implementing control measures
- Reviewing and updating

Risk assessments are to be carried out by individual members of staff with specific responsibility for a particular event, activity, equipment or facility where there is potential to cause harm. Harm may arise for several reasons including:

- Poor condition of equipment or facilities
- Introduction of new equipment
- Failure to comply with operating procedures
- Lack of training
- Changes to personnel or buildings

Review

Risk assessments will be reviewed:

- After an accident or near miss
- When there are changes to the activity such as new equipment or technology
- When there are changes to people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- At least annually as part of the Health and Safety review meeting schedule

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 Early Years Foundation Stage, ratios meet the statutory requirements
- Early Years Foundation Stage
- Science, Design and Technology, Catering, Art, Sport and PE.

Contractor and Third Party Risk Assessments

- Contractors working on site must submit Risk Assessment and Method Statements (RAMS) before commencing work
- The Facilities Manager is responsible for reviewing contractor risk assessments unless the project and review has been delegated to a project management company

Training and Support

The School employs an external Health and Safety advisory service who conduct an annual audit of health and safety risk management at the School. The Health and Safety adviser:

- Reviews the practice and procedures in selected departments
- Conducts risk assessments
- Advises the School on health and safety legislation

It is the responsibility of the Head of Department to ensure that all staff in their team have read the risk assessment and are aware of the hazards and control measure in place. All risk assessments are stored on the CRL for staff to access.

Reviewed By	Head & Facilities Manager
Approval Body/ Committee	Full Governors
Last Review	Summer 2026
Next Review	Summer 2027
Policy Linked To	Accessibility Policy, Critical Incident Management Plan, Educational Visit Policy, Fire Risk (Prevention) Policy, First Aid Policy, Health and Safety Policy