



## Risk Assessment Policy

A critical priority of Townshend International School is ensuring that all activities within the school environment, both educational or otherwise, are delivered in a safe manner that complies fully with the law, and is in line with best practice.

### Principles and Definition

**Risk assessment** generally is the process of examining 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 (e.g. fire).

**A risk** is the probability (or chance) of the hazard occurring (e.g. there is a chance that a cloth left on a stove will catch fire).

**A risk assessment** is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

**Risk control measures** are the measures and procedures that are put in place in order to minimize the consequences of unfettered risk (e.g. staff training, clear work procedures, fire practices, gas and electrical shut down points and insurance).

Risk assessments which are regularly reviewed ensure risks are anticipated and steps taken to eliminate or minimize those risks.

Not all risks can be anticipated and prevented – accidents can and may happen at any time.

It is essential that all staff are vigilant and aware of their surroundings, pupils and other adults and feel empowered to take early preventative action if they see a problem arising.

### Aims

This policy aims to ensure that all stakeholders are clear about the school's procedures and when a risk assessment is required.

The policy also aims to ensure that the Board, the Director, and all staff are clear about where the responsibility for risk assessment lies.

## **Procedure**

The following procedure is based on recommendation of The Health and Safety Executive (HSE) of the U.K., which consists five steps when carrying out a workplace risk assessment:

Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precautions

Step 4: Record findings and implement them

Step 5: Review assessment and update if necessary

## **Risk Assessments**

### **1. Students**

All students will have an implicit risk assessment carried out on entry using information gleaned from previous schools and agencies, and questionnaire information provided by parents/carers and the student themselves. It is part of the admissions process, with input received from the Counsellor, Academic Director, Residential, and final approval by the Director.

Concerns will be shared with parents/carers and other agencies (as appropriate) and will be stored in hard copy on the student file.

It is expected that all staff will ensure they are familiar with the student's particular needs at all times. The counsellor covers each new student case-by-case for all staff at the start of every year, and at staff meetings when new students join during the year.

### **2. Campus**

The Director is responsible for undertaking, reviewing and updating risk assessments for all the public areas in the school including the grounds.

Teachers are responsible for risk assessing their classrooms.

Risk Assessments will be reviewed and updated as required.

The Health and Safety Policy details the steps that will be taken to ensure that the premises remain safe at all times.

Risk assessment forms will be available online to use when carrying out risk assessments.

### 3. Events and Excursions

When planning an event or excursion the responsible staff member will check and update as necessary any generic risk assessments held by the school (e.g. for minibus, public transport, and for regularly used venues).

Venues/Camps will be asked for their risk assessments which will be read and any additional hazards given the nature of our pupils considered.

The school will undertake a risk assessment for any venue where an overnight stay is proposed or where the planned activity could be hazardous. (see Supervision of Excursions Policy)

All Staff should be aware of the First Aid Policy in the event of an accident/incident.

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This policy is a living document. It is reviewed continuously to keep it up-to-date with statutory and non-statutory guidance and legislation revisions/releases. This policy document is subject to at least one plenary review every three years.	
Last Plenary Review Date	Responsible Person
10_2023	V. Williams