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Risk Statement

Introduction

In order to provide a healthy and safe environment for all members of the school community, and in line with the Management of Health and Safety at Work Regulations Banstead Prep School (BPS) is committed to the appropriate risk assessment of its work and activities. All reasonably foreseeable risks, (both H&S and safeguarding), to the health and welfare of children, staff and any visitors to the school, are assessed as are other risks identified by specific health and safety regulations.

The school is also committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger such as fire, security breach, bomb threats, gas leaks, pandemics and safeguarding issues.

All risk assessments are carried out with the intention of ensuring the reasonable welfare and safety of those involved and, where appropriate, emergency procedures are regularly practised.

BPS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents:

- BPS Safeguarding
- BPS Digital (incl Online) Safety
- BPS Care and Consideration – Anti-Bullying
- UL Safer Recruitment
- BPS Wellbeing (Pastoral Care)
- Security Policy and risk assessment

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- Fire Procedures and risk assessments
- Gas Leak Emergency Procedure
- Group Health and Safety Policy
- Accessibility Plan
- Equal Opportunities Policy
- First Aid Policy
- Supporting Children with Medical Needs Policy
- Allergy Safety Policy
- Lockdown Policy and Procedures

This document is reviewed annually by the Business and Site Managers, Designated Safeguarding Lead and Digital Safety Lead, or as events or legislation change requires. **The next scheduled date for review is October 2027.**

PROCEDURES

The Business Manager and Site Manager have overall responsibility for risk assessment and the production of written risk assessments. The records of all risk assessments for school trips/visits are regularly monitored by the EVC who considers whether policy and practice need to be changed and advises the Head and the rest of Senior Leadership Team. The DSL and the Digital Safety Lead are also available to all staff for advice and guidance in relation to managing safeguarding risks.

Heads of departments, line managers and supervisors are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to relevant staff and a Summary of Termly Risk Assessment Returns for departmental areas or regular activities are kept by the Site Manager on 'Teams' in the open-access Health and Safety file.

All risks assessments must include safeguarding considerations and identify control measures to minimise risk to all children.

At BPS the documents for Risk Assessment are:

- Generic Risk Assessment Form (for trips/visits)
- Generic Risk Assessment Form (for certain on-site events)
- Fire Risk Assessment (for all areas of the school)
- Security Risk Assessment
- Lone Working Risk Assessment
- General Classroom Risk Assessment
- Disability Risk Assessment
- Pregnant Employees Risk Assessment
- Working at Height Risk Assessment
- Asbestos Management Plan
- Swimming pool risk assessment

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- Departmental risk assessments

Risk Assessments for trips and on-site events are completed and filed on BPS databases after being signed by the EVC and events co-ordinator respectively.

A generic risk assessment form can also be found on the Health & Safety open access folder and can be used for other activities and for department areas. Departments with more complex risk assessments have their own forms and these are reviewed and checked annually by the Site Manager and Head of Department.

Risk Assessments are routinely carried out for the following:

- fire
- site security
- site hazards
- lone working
- employees working at height
- asbestos
- departmental areas / regular activities
- return to work after illness – this is risk assessed through an interview with the Line Manager and recorded.

Where appropriate, risk assessments are carried out for the following:

- occasional events in school e.g. school productions
- trips or visits off site
- visitors coming into school without specific DBS clearance (Child Protection Risk Assessment)
- new or expectant mothers

Risk assessment is also taken into consideration when hiring or purchasing equipment.

Further details of the nature of such risk assessments can be found in the United Learning Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to the Business or Site Manager. Advice and guidance on the welfare of children and safeguarding can be sought from the DSL (Assistant Head – Pastoral & Inclusion) or if related to online or other technology related activity, the Digital Safety Lead.

At BPS, written risk assessments are held by the Site Manager (in the case of annual risk assessments), and on the BPS Database. Risk assessments for visits and internal events are approved by the Headteacher.

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