



Risk Assessment Policy

Policy Type	Statutory
Regulation	ISSR Part 3, 16 (a) and (b)
Reviewed by	Director of Estate Development
Approval Committee	Estates, Infrastructure and Sustainability Committee
Last Review	Spring 2026
Next Review	Spring 2027

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1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

Part 3, paragraph 11. 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.

Part 3, paragraph 16. The standard in this paragraph is met if the proprietor ensures that—
(a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
(b) appropriate action is taken to reduce risks that are identified.

1.3 Supporting Documents

The following policies should be read in conjunction with this policy:

Health and Safety Policy
Health and Safety Arrangements

1.4 Terminology

School means Haberdashers' Boys' School and/or Haberdashers' Girls' School which are operated by the Haberdashers' Aske's Elstree Schools Limited, the Schools Trustee of Haberdashers' Aske's Charity.

2 Introduction

This policy aligns with key legislation and regulatory requirements to ensure a safe environment for staff, students, and visitors. The school is committed to complying with the following laws and guidelines:

- **Health and Safety at Work Act 1974** – Requires employers to provide a safe working environment for employees and others affected by school activities.
- **Management of Health and Safety at Work Regulations 1999** – Mandates the assessment of workplace risks and implementation of appropriate control measures.
- **The Regulatory Reform (Fire Safety) Order 2005** – Ensures fire risks are assessed and managed effectively.
- **Control of Substances Hazardous to Health Regulations (COSHH) 2002** – Covers the safe handling, storage, and use of hazardous substances.
- **CLEAPSS Guidance for Science and Design & Technology** – Provides best-practice guidance and model risk assessments for practical lessons in these subjects.

By following this legislation, the school ensures a proactive approach to identifying and managing risks, safeguarding all individuals on its premises.

3 Overview

Risk assessment training is provided for specific roles and tailored to particular areas, as appropriate. Training will be arranged where identified by the Director of Estate Development or the relevant Head of Department.

Template risk assessment forms together with details on how to complete them, are available for use by all staff and can be found on the school intranet. The school adopts the CLEAPPS Advisory Service model risk assessments for lessons in science and design and technology. Specific risk assessments for these areas are held by the respective head of department.

Risk assessments will consider:

- **Hazard:** something with the potential to cause harm
- **Risk:** an evaluation of the likelihood and possible impact of the hazard
- **Analysis of existing control measures:** physical measures and procedures - to determine if they are adequate to treat, terminate or tolerate the risk
- **Details of the additional control measures needed.**

4 Risk Assessment Process

The risk assessment process will consist of the following five 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

The Director of Estate Management will be responsible for the maintenance of risk assessment records and for appropriate directing training where it is needed.

5 Specific Areas of Risk

The following areas have been identified as presenting significant risks in the School. The role holder is responsible for ensuring health and safety in each area and the preparation and review of appropriate risk assessments.

Area of Responsibility	Girls' School Appointment	Boys' School Appointment	Joint Schools' Appointment
Biology	Head of Biology	Head of Biology	
Chemistry	Head of Chemistry	Head of Chemistry	
Physics	Head of Physics	Head of Physics	
Radiation protection	Head of Physics	Head of Physics	
Design Technology	Head of Design Technology	Head of Design and Technology	
Pottery workshop/kiln room	Head of Art	Head of Art	
Stage lighting/drama productions	Head of Drama	Head of Performance Drama	
Sports centres			Maintenance Manager
Field events in athletics	Co-Director of Sport	Acting Director of Sport	
CCF activities (obstacle course, shooting range)			Head of Outdoor Education and Contingent Commander CCF
Outdoor education (mountain biking, climbing wall, mountaineering)			Head of Outdoor Education and Contingent Commander CCF
Grounds equipment sheds			Head of Grounds and Gardens
Pitch-based sports furniture (e.g. goals, Astroturf)			Head of Grounds and Gardens
Playgrounds			Maintenance Manager
Sports equipment (general)	Co-Director of Sport	Acting Director of Sport	
Maintenance workshops			Maintenance Manager
Sewage pump house			Maintenance Manager
Boiler houses and lift plant rooms			Maintenance Manager
Kitchens and dining rooms	Catering Manager GS	Catering Manager BS	
Reprographics room			Director of IT
Educational visits and trips			Director of Co-Curricular
Premises including onsite traffic management			Maintenance Manager
Fire management			Director of Estate Management

Area of Responsibility	Girls' School Appointment	Boys' School Appointment	Joint Schools' Appointment
Asbestos management			Maintenance Manager
Legionella management			Maintenance Manager
Minibus/transport management			Maintenance Manager
Hazardous waste management			Maintenance Manager
Visitors (including contractors) risk assessments	Site Manager (GS)	Site Manager (BS)	

6 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 legislative changes
- At least annually as part of scheduled compliance checks

7 Training and Support

The School employs a CMIOSH qualified Health and Safety adviser who conducts a review and audit of health and safety and risk management at the School. The Health and Safety adviser:

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

Risk assessment training and bulletins are provided to staff. Advice and guidance are also available from the Director of Estate Management.

8 Contractor and Third-Party Risk Assessments

- Contractors working on-site must submit **Risk Assessment and Method Statements (RAMS)** before commencing work.
- The Director of Estate Management is responsible for reviewing contractor risk assessments.

9 Risk Assessment Records

9.1 Mandatory Risk Assessments

Risk Assessment Category	Risk Assessment Type	Records Held By
Mandatory Risk Assessments	Asbestos	Maintenance Manager
	COSHH	Relevant department
	DSE Assessment	HR department
	Fire	Site Managers
	Swimming Pools	Pool Supervisor
	Working at Height	Relevant department
Recommended Risk Assessments	Contractors	Estates Administrator
	Equipment/Power Tools	Relevant department
	External Play Areas and Equipment	Maintenance Manager
	Site Security	Director of Estate Management
	Vehicles on Site	Maintenance Manager
	Activity/Event Risk Assessments	Maintenance Manager