



# Risk Assessment Policy

(Regulatory)



Reviewed: August 2025  
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Reviewed by: Director of Estates

See also:

Whole School Risk Assessment  
Whole School Welfare Risk Assessment  
Access to School Premises by people outside the School  
Access to Risky Areas  
Activity risk assessments  
Anti-bullying policy  
Area risk assessments  
Evacuation Policy  
First Aid Policy and related medical policies  
Health and Safety Policies  
IT policies related to risk  
Online Safety Policies  
Pandemic Policy  
Pupil Access to Risky Areas of Buildings or Grounds  
Recruitment, Selection and Disclosure  
Safeguarding  
Supervision  
Trip Guidance documents, including risk assessments  
Visitors' Risk Assessment  
Visits to Town Policy

## Contents

Introduction.....	4
Who is responsible .....	4
When to carry out a risk assessment.....	5
What should be included.....	6
Authorisation of the risk assessments.....	6
Staff Training .....	7

## **Introduction**

1. The aim of this policy is not to make the School risk-averse but to ensure that staff, contractors and volunteers take an active approach to managing risk, and thereby reduce the likelihood that students will be harmed through negligence and lack of foresight or proper planning.
2. In order to provide a safe environment for all members of the School community and in line with the Management of Health and Safety at Work Regulations Godolphin is committed to the appropriate risk assessment of its work and activities.
3. Risk assessment should not be an afterthought or confined to the most obvious dangers for students. As a School, we actively consider risk in relation to all activities which could place students in serious jeopardy be this in the classroom, laboratories and other teaching spaces, boarding houses, toilets, locker rooms and changing areas, kitchens and dining-halls, play areas, outdoors and when involved in off-site visits and activities. The risk of fire is one area which must always be considered. Other areas of coverage including staff, student and visitors' wellbeing and safety must also be evaluated and documented.
4. Risk assessment must take into consideration risks from wider society, including access to the premises from individuals and groups outside school; non-staff resident on the school site; potential risks posed by visitors; dangers posed by other students and the risk of student-on-student abuse, including the sharing of nudes and semi-nudes; risks in the local community, including risks from traffic in the local area; risks in wider society, such as those posed by extremism, terrorism and county lines; online threats.
5. Risk assessments must be recorded in writing and must be monitored actively, being modified in the light of new potential hazards or when there are lessons to be learnt from an incident at School or elsewhere.
6. Risk assessments should be made available on request to police and emergency services, ISI Inspectors, members of the Local Governing Body, Senior Management Team, associated staff and, where appropriate, to parents.

## **Who is responsible**

7. It is the responsibility of all staff, contractors and volunteers to ensure that their areas are kept as free from risk as possible or, where risks are inherent in the activity, that appropriate steps are taken to manage the risks. These same adults must stop an activity if the risks are going to place students, staff or other adults in jeopardy until that risk has been dealt with and the activity can be managed safely.

8. All staff, but particularly those on reception and in boarding houses and those running activities with outside visitors, must ensure that there is no unsupervised access to students from these visitors. All staff have been issued with lanyards to make strangers more obvious to the students. Staff and students are told to report any suspicious people and not to let adults into buildings.
9. The HR Department ensures that no member of staff or volunteer starts work unless all recruitment checks have been carried out. They are responsible for ensuring that any temporary risk assessments for staff are put in place. The Single Central Register (SCR) is scrutinised regularly (at least termly) by one of the School governors.
10. Contractors are checked by their companies and supervised by Godolphin staff with enhanced DBS clearance.
11. Satisfactory Safeguarding policies and procedures are required from outside agencies who let the premises, and the Lettings Manager talks through safeguarding and Health and Safety matters with the group leaders. This includes maintaining no contact with School students unless they are supervised by School staff or their parents.
12. The HR department manages risks to personnel, such as pregnant staff and those who may need an assessment from an Occupational Therapist in order to carry out their duties safely.
13. The Estates Department is responsible for checking access to flat roofs and window catches on a regular basis, as well as potential slip and trip hazards or hazards from falling objects, for example, responding to any observations from staff immediately or as soon as practicable. They are also responsible for weekly fire checks, machine checks and checks on areas of risk within the premises.
14. Checks on specialised equipment, for example in Product Design, Food Technology and the Art and Design Department are carried out by the Director of Estates with the Heads of Department.
15. Vehicles owned or leased by the School must be checked weekly by the adult responsible and by the driver when taking the vehicle out. Any faults must be reported without delay.
16. The local governing body has oversight of the risks to the School to ensure that risk assessment is constantly monitored and appropriate steps taken at the right time.

### **When to carry out a risk assessment**

17. Risk assessments for their area of School and the regular activities run in or from them are to be carried out and reviewed every 2 years, or immediately if a new significant risk arises:
  - 17.1. by Heads of Department;

- 17.2. by the Housestaff;
  - 17.3. by staff with special responsibility for the area, such as the pool manager;
  - 17.4. by the local manager of the catering company;
  - 17.5. by all policy holders.
18. Risk assessments for occasional activities are needed when:
- 18.1. there are non-staff involved in the activity;
  - 18.2. there is a significant number of visitors on site;
  - 18.3. there is an activity with risks not covered by the department or area risk assessment;
  - 18.4. trips are to be taken outside School to areas unfamiliar to staff and students.
  - 18.5. New equipment is acquired or hired.

### **What should be included**

- 19. There are pro forma for many activities mentioned above, such as for UK day trips, UK residential trips and overseas trips; or for visiting speakers.
- 20. There is a Prevent Statement for reading and signing by speakers when they may be presenting about a contentious issue.
- 21. The risks and hazards of the area or activity under consideration, who may be affected, and appropriate actions to mitigate or reduce the risks to an acceptable level must be included in a risk assessment.
- 22. If, during or after an activity, it is found that the risk assessment was inadequate in any way, this must be looked into by the event leader together with the person/s authorising the activity and a member of the Senior Management Team.
- 23. If an area of School is deemed to be or to be becoming unsafe, the staff, contractor or volunteer who discovers the risk or has it reported to them by a student or visitor, for example, must report this to the person responsible for the area concerned and also to the Deputy Head and/or the Director of Estates, as appropriate.

### **Authorisation of the risk assessments**

- 24. Policy Documents (such as Recruitment) will state who is responsible for the policy, its review and monitoring. All regulatory policies must be reviewed at least annually or earlier and promptly when the need arises, such as when lessons have been learnt or there is a change in regulatory or other guidance. Those affected must be informed of the change as soon as practicable.
- 25. Regulatory Policies are monitored by the Governance Committee.

- 26. Area and activity risk assessments are overseen and monitored by the Chair of the Health and Safety Committee.
- 27. School trips and visits, visitors to the School are authorised by the Deputy Head.
- 28. Overnight visitors to boarding premises are authorised by the Head (DSL) and the Director of Estates is informed.
- 29. The IT Network and Data Manager will authorise new software and IT systems.
- 30. The governors have oversight and ownership of the School Risk Register, with the input and support of key staff.

### **Staff Training**

- 31. All staff and volunteers are given full training in Safeguarding at least every three years, with annual updates and more frequent bulletins to help them stay aware of the risks posed to students. Part of this training deals with online safety threats, knowing how the School filtering and monitoring system works and their applicable roles, and knowing how to respond to student-on-student abuse and the sharing of nudes or semi-nudes.
- 32. Online Fire Training for all staff is given every year. Fire Wardens are given more training, as needed, but at least every three years.
- 33. The Chair of the Health and Safety Committee and Director of Estates will offer training in risk assessment at the point of need.
- 34. Training and guidance for off-site visits and trips will be given to trip leaders by or through the Deputy Head.

