



Chetham's

Risk Assessment Policy

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Risk Assessment Policy

Aims

This policy sets out Chetham's approach to risk management and risk assessment. It fulfils the statutory requirement under Part 3, paragraph 16 of the Education (Independent School Standards) Regulations 2014, which dictates that governors must ensure arrangements are in place to safeguard and promote the welfare of students through a written risk assessment policy and its effective implementation. Furthermore, this document incorporates the relevant safety and oversight requirements for compliance under the National Minimum Standards (NMS) for Boarding Schools 2026 (specifically NMS 12 and 13) and KCSIE.

Student welfare is central to all site activities, and our effective risk management aims to maintain a secure environment for all. All staff are responsible for safeguarding students and also protecting the health, safety and welfare of staff, visitors and contractors.

Chetham's commits to:

- **Protect Health and Safety:** Ensure the safety, health, and welfare of employees, students, visitors, and contractors by minimising the chance of injury or illness.
- **Identify Hazards:** Systematically spot workplace or operational activities that could cause harm.
- **Evaluate and Prioritise Risks:** Assess the likelihood and severity of potential harm in order to focus on significant risks while ignoring trivial ones.
- **Implement Control Measures:** Apply practical measures (avoidance, elimination, engineering controls, or personal protective equipment) to reduce risks as far as reasonably practicable.
- **Ensure Legal Compliance:** Meet statutory obligations under frameworks such as the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- **Promote Staff Understanding and Participation:** Make sure staff know their responsibilities, understand how assessments are monitored, and actively participate in safety reporting.
- **Maintain Regular Reviews:** Ensure risk assessments are recorded, communicated, and periodically reviewed (or updated when significant operational changes occur) or after incidents, accidents and reviews have taken place.

Risk Assessment Process

Elimination: stop an activity that is not considered essential if there are risks attached.

Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.

Engineering Controls: design measures that help control or mitigate risk.

Administrative Controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).

Having gone through this process, personal protective equipment (PPE) should be used, where appropriate, in line with UK Health Security Agency [guidance](#).

Definitions

Risk

Anything which threatens the delivery of Chetham's Strategic Development Plan, the safety of its community, or the welfare and wellbeing of its students. In the context of pupil wellbeing, the Children Act 2004 identifies wellbeing as encompassing:

- Physical and mental health and emotional wellbeing.
- Protection from abuse and neglect.
- Education, training, and recreation.
- Domestic, family, and personal relationships.
- Contribution made to society.
- Securing rights and entitlements.
- Social and economic wellbeing.
- Suitability of living accommodation.
- Physical, intellectual, emotional, social, and behavioural development.

Emerging Risk

A risk resulting from a source newly identified for which available knowledge is weak or evolving.

Inherent Risk

The impact and probability of a risk materialising without the implementation of any controls.

Issue

A risk which has materialised.

Residual Risk: The impact and probability of a risk materialising following the implementation of controls.

Risk Assessment: A written record of identified risks and hazards.

Risk Register: A log of the identified risks, their associated impacts, probabilities, and any controls in place to manage them.

Legal and Regulatory Framework

This policy has been drawn up and implemented with due regard to:

- Health and Safety at Work etc. Act 1974: Imposes a legal duty on the proprietor (the employer) to ensure the health, safety, and welfare of employees, students, contractors, and visitors.
- Management of Health and Safety at Work Regulations 1999: Specifically, Regulation 3 requires employers to make a "suitable and sufficient" assessment of workplace risks.
- Regulatory Reform (Fire Safety) Order 2005
- Independent School Standards Regulations 2014 (Part 3 and Part 8)
- Keeping Children Safe in Education (KCSIE) (as updated annually)
- Working Together to Safeguard Children (current statutory edition)
- National Minimum Standards for Boarding Schools 2026
- Children Act 1989 and 2004
- UK GDPR and Data Protection Act 2018
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Roles and Responsibilities

At the heart of our risk management strategy is a clear structure of accountability and oversight:

The Governing Body: Responsible for the overall oversight of risk management, ensuring that our practices are both robust and continually challenged. Governors receive termly assurance reports regarding significant risks, trends, incidents and compliance performance. Governors also appoint an associate to the Governing Body or a member of the Governing Body to oversee Health and Safety who have sufficient skills and expertise in this area.

The Joint Principals devolve health, safety, and risk management duties to the Facilities and Site Manager. They facilitate this by allocating resources to carry out the tasks associated with risk management, specifically by:

- Making risk assessment a standard part of regular catch-up meetings.
- Making risk management a standing agenda item in Governor meetings.
- Appointing a Compliance Lead to guide and manage information.
- Appointing a Health and Safety Lead to manage risk assessments.
- Designating resources to train relevant staff.
- Reporting any risk issues directly to stakeholders.

The Facilities and Site Manager:

- Holds the responsibility for ensuring that all stakeholder risk assessments are conducted, implemented, and reviewed regularly.
- Is considered as the 'Competent Person': the individual with sufficient training, experience, knowledge and other qualities to enable them to properly assist the School in meeting its health and safety obligations.
- Guides and governs each Chetham's department to carry out their own specific risk assessments in accordance with their expertise and knowledge.
- Ensures compliance with HSE regulations and oversees the day-to-day monitoring of safety practices.
- Leads and monitors health and safety on site, working closely with the Health and Safety Committee (where risk assessment remains a standing agenda item).
- Meets with the Joint Principals regularly to review health and safety concerns and prepares reports for the Governors.
- Identifies training needs and coordinates the delivery of relevant safety training across the school.

- Consults with department leads and contributes directly to complex risk assessments.
- Through the Health and Safety Committee will consult employees and recognised representatives on matters affecting health, safety and welfare in accordance with relevant legislation.
- Monitors and reviews the SharePoint risk assessment folders for up-to-date content and operational relevance.

Heads of Departments and Department Specific Risk Assessments

The Facilities and Estates team, The DSL, and all teaching and boarding staff play critical roles in carrying out assessments and implementing safety measures. This structured, multi-layered approach ensures that risks are managed at every level of the Chetham's Site.

Each department is responsible for completing its own risk assessments. Any person undertaking risk assessments must complete the training provided and seek guidance from the Facilities and Site Manager if unsure. Departments must share completed documents with the Facilities and Site Manager and any staff affected by the assessment.

Departments requiring specific risk assessments include:

- Boarding & Housekeeping
- Safeguarding
- IT (including suite ventilation and trip hazards)
- Maintenance, Premises, & Grounds
- Catering & Security
- Chetham's Library & The Stoller Hall (e.g. Location and events)
- Academic Teaching & PE (including on-site leisure activities)
- Art & Drama
- School Open Days and visitor events
- Music Department (including performance layouts and trip hazards)
- Contractors & Lettings; see Contractors Policy
- Offsite Trips and Educational Visits (require bespoke risk assessments; see *Educational Visits Policy*)
- Medical and First Aid (including Mental Health First Aid)
- Science (including compliance with CLEAPSS Advisory Service, COSHH, emergency cut-offs, fume cupboards, and chemical/radioactive storage)
- Child Protection (e.g., safer recruitment risk assessments)
- Digital Safety (filtering, monitoring, and cyber-attack prevention)
- Office Staff (display screen equipment and cable management)
- Public Performances
- Data Loss & Finance (including fraud prevention, loss of fees, and cash flow management)
- HR (e.g., employment disputes)

Written Risk Assessments

Chetham's will retain a written record of risks, encompassing risk identification, assessment, management, and monitoring.

The type of written assessment undertaken is determined by the specific nature and context of the risk. Strategic and high-level operational risks are recorded in the Chetham's Risk Register, while task-, departmental-, or activity-specific risks are captured within dedicated Risk Assessment folders on SharePoint.

Chetham's has a standard Risk Assessment Document that is found in the Risk assessments area of Useful Documents – Risk Assessments

All completed Risk Assessments are to be stored on SharePoint in the Useful Document – Risk Assessment Folder

Risk Management Cycle

Risk management is a continuous process to systematically identify, evaluate, and address risks using the Plan, Do, Check, Act (PDCA) framework:

- **Plan (Set Direction & Identify Risks)**
 - **Define policy:** Establish a clear health and safety policy alongside measurable safety objectives.
 - **Identify hazards:** Systematically review School environments and activities to spot what could cause harm, identifying who might be hurt and how.
 - **Assess risks:** Evaluate the level of risk and determine necessary, robust safety controls.
 - **Plan implementation:** Assign clear responsibilities, consult workers, and align all plans with relevant statutory guidance.
- **Do (Implement Controls & Deliver Systems)**
 - **Put controls in place:** Deliver and enforce risk management measures and safe systems of work across all sites.
 - **Provide training:** Equip staff with the correct tools, safety equipment, and necessary training for their roles.
 - **Communicate:** Share expectations, emergency procedures, and safety rules clearly across all academics, boarding, and support teams.
 - **Organise activities:** Involve employees actively and ensure adequate resources are assigned to safety tasks.
- **Check (Monitor & Measure Performance)**
 - **Inspect the workplace:** Carry out regular safety checks, walk-rounds, and audits to verify that controls are working effectively.
 - **Investigate incidents:** Examine accidents, near misses, or cases of work-related ill health to find root causes.
 - **Track data:** Review sickness absence rates, safety reports, and compliance metrics to spot operational trends.
- **Act (Review & Continuously Improve)**
 - **Review performance:** Evaluate overall results against the school's original safety objectives.
 - **Learn from experience:** Update policies, risk assessments, and training frameworks based on audit, inspection, or incident findings.
 - **Take corrective action:** Remedy any identified shortcomings immediately and feed lessons learned back into the start of the next safety cycle.

Monitoring, Review and Evaluation

Chetham's will regularly monitor and review this policy, and at least annually. As part of this monitoring, Chetham's will investigate incidents to ensure that: appropriate corrective action is taken and are findings shared to ensure necessary improvements are put in place.

We will regularly (at least annually) consider how we measure our performance. We will set up an effective monitoring system and auditing that can be shared with stakeholders, backed up with sensible performance measures.

We will treat risk assessment and this policy as 'living documents', as the circumstances in Chetham's and the legislation, regulatory guidance or operational circumstances change.

- Where there is a health and safety incident at the School, the competent person and others with health and safety responsibilities will assess the effectiveness of Chetham's procedures and its response.
- Where there is a change of regulatory bodies' guidance, we will make necessary changes to policies and procedures.
- Where significant time has passed
- Where there is a significant change in key personnel

This policy will be reviewed by the Facilities and Site Manager with the support of the Compliance Manager.

Linked Policies

This policy is to be read in conjunction with:

- *Asbestos Management Policy*
- *Countering Bullying Policy*
- *Data Protection Policy*
- *Fire Risk (Prevention) Policy*
- *First Aid Policy*
- *Health and Safety Policy*
- *Hearing Conservation Policy*
- *Major Incident Procedures*
- *Safeguarding and Child Protection Policy and Procedures*
- *Safer Contractor Policy*
- *Site Security Policy*