



RISK ASSESSMENT POLICY (INCLUDING RISK MANAGEMENT)

1. Introduction

- 1.1 James Allen's Girls' School ("JAGS") is a company limited by guarantee with charitable status (charity number 1124853).
- 1.2 James Allen's Girls' School (JAGS) is committed to ensuring the safety and welfare of all staff, students, and visitors by systematically identifying and managing risks that may cause injury or harm. This policy outlines the procedures for conducting, documenting, reviewing, and communicating risk assessments across all areas of school operations, academic activities, and school trips.
- 1.3 The Board of Governors is responsible for the management of the risks faced by the School, and undertakes detailed considerations of risk assisted by JAGS Executive Team . Risks are identified and assessed and controls established.

2. Policy Aim

- 2.1 The aim of this policy is to ensure:
 - All activities and areas within the school are risk assessed to minimise harm to staff, pupils, and visitors.
 - All risk assessments are completed, recorded, regularly reviewed, and updated as necessary.
 - Staff are aware of their responsibilities in the risk assessment process and are provided with appropriate training to carry out these duties.
- 2.2 This policy aligns with:
 - Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy
 - Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
 - Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
 - Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)

- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

3. Scope of the Policy

3.1 This policy applies to all risk assessments carried out at JAGS, covering:

- **School Operations:** Events, security, maintenance, and grounds.
- **Academic Activities:** Science, Design & Technology (DT), Physical Education (PE), Theatre, and Art.
- **School Trips:** Including day, evening, and residential trips.
- **Pupil Access:** To risky areas of the school buildings and grounds
- **School Strategy:** Strategic, Operational, Compliance and Financial risk

3.2 Risk assessments will cover, but are not limited to, the following categories:

- **Pupil Welfare:** Including safeguarding, health and safety, and Prevent duty.
- **Health & Safety:** Compliance with fire, manual handling, and work at height regulations.
- **High-Risk Teaching Departments:** Science, DT, PE, Art, and Theatre.
- **Operational Risks:** Maintenance, grounds, events, and activities.
- **Events and Activities:** Specific events, including trips and large school gatherings.

3.3 Risk is defined as a potential loss, injury or negative impact as the result of, an action, event or omission which will adversely affect the School's ability to achieve its objects or to miss an opportunity to enhance its ability to do so.

3.4 The appetite for risk in the School is low due to the nature of its activity and level of its funding. A risk, particularly a financial risk, would only be taken where the upside could be seen to

outweigh the downside and sufficient mitigating controls could be put in place to minimise any negative impact.

4. Responsibilities

- 4.1 Governors:** The Risk & Compliance (Governors) Committee review the school risk register termly and makes informed recommendations to the Board. The Board formally reviews the risk register and the adequacy of the School's risk management processes in the particular context of the strategic objectives annually.
- 4.2 Director of Operations:** Responsible for ensuring that all risk assessments are completed, registered, and stored. This includes ensuring the review process is adhered to and significant risks are escalated as appropriate.
- 4.3 School Staff:** Responsible for assisting in risk assessments, implementing control measures, and reporting any new or emerging risks to the Director of Operations.

5. Risk Assessment Process

5.1. The risk assessment process at JAGS includes the following steps:

- **Identification of Hazards:** Identify potential risks in relation to school operations, academic activities, trips, and pupil access to risk areas.
- **Assessment of Risks:** Evaluate the likelihood and impact of each hazard using a standard risk assessment template (see Appendix 1).
- **Control Measures:** Implement measures to reduce or eliminate risks.
- **Recording and Reporting:** Complete the risk assessment form and submit it to the Director of Operations for storage and registration.
- **Review Process:** The individual responsible for the activity/area will review risk assessments annually or after significant incidents, whichever comes first. Emergency risk assessments will be conducted in response to unforeseen events (e.g., extreme weather, security threats).
- **Escalation:** Any significant risks identified must be escalated to the Director of Operations immediately for further review and action.

5.2 Documentation & Reporting

- **Risk Assessment Template:** All risk assessments will follow a standard template (Appendix 1).
- **Centralised Storage:** Completed risk assessments are to be submitted to the Director of Operations, who will maintain a central register of all assessments.
- **Health & Safety Committee:** Relevant department and area risk assessments are reviewed annually and confirmed to the Health & Safety Committee on a regular basis.

6. Training, Compliance & Communication

6.1. Training and Compliance

Training: Staff responsible for completing risk assessments will undergo online training and the wider staff body will be provided every three years with face to face training during the September CPD days.

Compliance: Staff must comply with risk assessment procedures, implement control measures, and update assessments as needed. The Health & Safety Committee will monitor compliance through their termly meetings.

6.2. Communication

Sharing of Risk Assessments: Risk assessments will be communicated to relevant staff, and when applicable, students and parents, prior to events or activities. Departmental or area risk assessments will be communicated and reviewed at department meetings.

Health & Safety Committee: The committee will review and confirm the effectiveness of departmental risk assessments.

7. Risk Management and the Charity SORP (Statement of Recommended Practice) Requirements

7.1. As JAGS is a charitable organisation, the school's risk management practices must also adhere to the requirements of the Charity Commission's Statement of Recommended Practice (SORP). These guidelines ensure that risk management is embedded into the governance and operations of the school, reflecting both the strategic and operational risks we face. This section outlines how we comply with SORP requirements for risk management

7.2. Identification of Principal Risks

In line with SORP requirements, the school's governing body and senior leadership must identify the principal risks that threaten the achievement of JAGS's charitable objectives. These include, but are not limited to:

- **Strategic Risks:** Financial sustainability, reputational risk, changes in regulatory requirements, and leadership challenges.
- **Operational Risks:** Health and safety, safeguarding, IT and data security, and any risks associated with day-to-day operations, including teaching, facilities, and extracurricular activities.
- **Compliance Risks:** Failure to comply with regulatory requirements, including the Independent School Standards, health and safety legislation, and child protection laws.
- **Financial Risks:** Budgetary control, reliance on particular income streams, and the financial viability of school projects and activities.

7.3. Risk Assessment and Reporting

JAGS is committed to conducting thorough risk assessments across all areas of its operations, ensuring that risks are not only identified but assessed in terms of their potential impact and likelihood. These

assessments form part of the school's wider risk management framework, which is reported to the governing board as part of their oversight responsibilities, in line with the Charity SORP.

Risk management processes ensure:

- Significant risks are identified and prioritised.
- A consistent methodology is applied across the school for evaluating and recording risks.
- Steps are taken to mitigate these risks through the implementation of control measures.

7.4. Monitoring and Mitigating Risk

Under the Charity SORP, JAGS must demonstrate that it actively monitors and mitigates risks. The school achieves this through:

- **Regular Review of Risk Assessments:** Operational risks are reviewed by the Director of Operations and departmental leads at least annually or after significant incidents.
- **Governance Oversight:** While the day-to-day responsibility for risk management lies with the Director of Operations, the governing body is informed of principal risks and mitigation strategies through regular reports and review of the overarching risk register.
- **Internal Controls and Procedures:** JAGS maintains a robust internal control environment designed to mitigate risk, including financial controls, safeguarding procedures, and health and safety policies.

7.5. Reporting to Stakeholders

The school acknowledges its responsibility to report on its risk management framework within the annual Trustees' Report. In compliance with the Charity SORP, the following information will be included:

- A description of the principal risks and uncertainties facing the school.
- An outline of the procedures that have been put in place to manage those risks.
- Any changes made to the risk management framework during the reporting period.
- Assurance that the governing body regularly reviews the effectiveness of the school's risk register and management strategies.

7.6. Continuous Improvement

The school is committed to ensuring that its approach to risk management evolves in line with best practice and regulatory changes. The governing body, senior leadership, and the Director of Operations will continuously review and improve risk management processes to ensure ongoing compliance with Charity SORP, alongside other legal and regulatory obligations.

8. Review

A review of this policy will occur as and when considered appropriate or when further risk areas are identified, but no less frequently than every two years.