



RGS SURREY HILLS

RISK ASSESSMENT POLICY GUIDANCE

Last updated: November 2025

Date of next review: November 2026

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Written Risk Assessment: Policy Guidance

1 Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This necessitates consideration of the requirements listed in paragraph 3.5 of this document and of the National Minimum Standards for boarding schools.

2 Objectives

- 2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, including, but not restricted to, outings, assessment of buildings and accommodation, visits and sports.
- 2.2 That identified control measures are implemented to reduce risk so far as reasonably practicable.
- 2.3 That those affected by school activities have received suitable information.
- 2.4 That risk assessments are recorded and reviewed when appropriate.

3 Guidance

- 3.1 A designated person will be responsible for the implementation of this policy. The overall management of risk currently resides with the Chief Operating Officer.
- 3.2 This guidance is applicable to general risk assessments. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, suitable and specific risk management will be in place using external consultants where necessary.
- 3.3 All staff will receive guidance on risk assessment as part of their regular training. This will be refreshed on a regular basis. Risk assessment training will be provided on specific areas where felt necessary by the Chief Operating Officer or other senior manager.

3.4 A template risk assessment form is included at Appendix 1 to this guidance. Risk assessments relating to Educational Visits and other trips are completed via the School's software package, Evolve. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

3.5 Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- control measures - physical measures and procedures put in place to mitigate the risk

If required a risk assessment will be accompanied by a detailed action plan as the responsibility of the person completing the risk assessment to follow up.

3.6 The risk assessment process will consist of the following 6 steps:

- what could go wrong?
- who might be harmed?
- what is already being done about it?
- what else do you need to do to mitigate it?
- By whom / when will it be actioned?
- how are you going to check that your plans are working?

3.7 The Chief Operating Officer will be responsible for the overall maintenance of risk assessment records or the delegation of these records to an appropriate member of staff.

3.8 Risk assessments will be reviewed:

- when there are changes to the activity and its risk profile
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice

- when there are legislative changes
- annually if for no other reason
- Annually for activities and co-curricular provision unless there are substantial changes from term to term.

3.9 A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

Legal Requirements & Education Standards References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Health & Safety Executive, Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)

C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook,](#)

D: "[Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)

E: "[Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)

F: National Minimum Standards for Boarding Schools

G: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)

Recommended review period: Annual

Review date - November 2025

Next Review date – November 2026

Stuart Ansell

Chief Operating Officer

Appendix 1: Risk Assessment Template

RGS SURREY HILLS RISK ASSESSMENT

LOCATION	
ACTIVITY	
DATE	
DATE FOR REVIEW	

Number	Hazard	Possible effects/ harm	Risk rating H, M, L	Existing controls	Further action required to reduce risk	Revised rating H, M, L
1						L
2						L
3						L
4						L
5						L

Managers should monitor and review the application of the specified controls

Prepared by	Name:	Signature:
Communicated	Name/s:	Signature/s:
Signed off	Chief Operating Officer/ Operations Manager:	Signature:

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Appendix 2: Areas requiring risk assessment (non-exhaustive)

Educational

- science experiments
- design & technology □ food technology
- sport and PE activity
- Duke of Edinburgh award
- general classroom environment
- boarding houses
- day houses
- educational visits

Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds
- staff offices