



Risk Assessment Policy

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'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Preparatory School

'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

Introduction

To manage the health, safety and welfare of pupils, staff, and visitors, we control the risks in Cheltenham College. To do this we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm – this is risk assessment.

Risk assessment is a constantly ongoing, systematic process, the purpose of which is to promote children's and employees welfare and wellbeing. As such, it may include areas such as health and safety (e.g. premises and equipment, public rights of way), matters related to pupil welfare (e.g. medical needs, supervision and school trips), recruitment-related issues (e.g. DBS checks), matters related to safeguarding (e.g. Prevent, bullying, child-on-child abuse, allegations), lessons (activities, recreation, sport, boarding) and other wellbeing-related issues such as mental health, eating disorders and child-on-child abuse, which are covered in more detail in separate policies and risk-assessments undertaken.

Safeguarding and Health, Safety and Welfare risks and principles, are closely aligned and risk assessments undertaken in either Prep, College or Support should consider and address safeguarding risks and record the outcomes on the risk assessment form.

Risk assessment is not about creating large amounts of paperwork, but rather about identifying sensible measures to control foreseeable risks. We already take steps to protect pupils, staff, and visitors, but the risk assessment should help to decide whether we have covered all that we need to.

Generally, we need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the risk in terms of money, time, or trouble. However, we do not need to act if it would be disproportionate to the level of risk.

The risk assessment should only include what we could reasonably be expected to know – we are not expected to anticipate unforeseeable risks.

In order to fulfil its duties to manage the health safety and welfare of pupils, staff and visitors, Cheltenham College ensures that:

- Suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk or for pupils with significant welfare concerns.
- Measures are implemented to control risk so far as reasonably practicable.
- Those affected by Cheltenham College activities are provided with appropriate information.

- Risk assessments are recorded and reviewed when appropriate.

Guidance

The Bursar oversees the implementation of this policy across Cheltenham College and Prep and it is managed day-to-day by the Health Safety and Risk Manager. This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there are separate arrangements in place.

Teaching area risk assessment checklists are also in place for guidance. Staff receive guidance on their risk assessment as part of their induction from their Head of Department (HoD) or line manager. Risk assessment training is provided on specific areas where identified by the relevant senior safety representative (Bursar, Estates Bursar or Health, Safety and Risk Manager).

A template risk assessment form is available on the Digital Zone - Staff Section - Health and Safety Portal. Cheltenham College adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science.

Risk assessments consider:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the likelihood of the hazard causing harm
- Risk rating - assessment of the severity of the outcome of an event
- Control measures - physical measures and procedures put in place to reduce the risk to an acceptable level

The risk assessment process consists of the following steps:

- What is the hazard/risk?
- Who might be harmed
- What is the risk level?
- What are you currently doing to reduce the risk/hazard to an acceptable level (Control measures)
- What additional measures are required to control the hazard/risk

The Health, Safety and Risk Manager maintains the risk assessment register.

Risk assessments are reviewed:

- When there are changes to the activity
- 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 not updated for one of the above reasons

Practical steps to reduce workplace hazards and risks:

Look at what you're already doing, and the control measures you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

Some practical steps to control hazards that you could take include:

- trying a less risky option
- preventing access to the hazards
- organising your work to reduce exposure to the hazard
- issuing protective equipment

- providing welfare facilities such as first aid and washing facilities
- involve and consult with staff

Staff Engagement with Risk Assessment Process

It is good practice, when creating or reviewing a risk assessment, that staff who are involved or affected by the risk should have the opportunity to contribute their input to the risk assessment.

Staff should have access to and read and understand their departmental or activity risk assessment.

Some specialist teams, like Housekeeping, Catering and Estates may develop their risk assessments into a training programme and use this to communicate the risk assessments.

Safeguarding and Health, Safety and Welfare

Safeguarding and Health and Safety are closely aligned, and hazards associated with safeguarding may be connected to general health and safety risks of a building or activity. Safeguarding risks that the risk assessment should cover include;

- Access by the public to College facilities during the school term, e.g. chapel and sports facilities
- Safeguarding risks and supervision levels on trips
- Underlying medical issues and allergies on trips
- Non-staff adults who operate on the site, like visitors and contractors
- Supervision levels in boarding houses at weekends
- Supervising large numbers of pupils at traffic crossings
- Child on child abuse
- Risky areas of buildings, e.g. concealed areas where bullying or other conduct issues could go unseen

Risks for a pupil may be the subject of an individual risk assessment, and the dignity and morale of the pupil should be considered in how such a risk assessment is worded and with whom it is shared.

The Child Protection and Safeguarding Policies (College and Prep) and their associated policies, including Pupil Behaviour policy, can be referenced to inform an approach for a pupil. Advice from the Health Centre and Designated Safeguarding Leads can also be sought.

Further policies relating to risk assessment

A separate policy, ['Risk Assessments for Pupils with Welfare Needs'](#), provides further guidance for developing risk assessments for pupils with welfare needs. The policy serves both schools and can be found on the policy portal.

Separate policies, ['Trips Management Policy' \(College\)](#) and ['Welfare, Health and Safety on School Trips'](#) (Prep) policies provide further guidance for risk assessment on trips. A further policy ['Medical matters on School Trips'](#) policy serves both schools.

Higher risk areas for consideration within risk assessments

Higher risk areas within College and Prep are controlled either by securing, fencing, signage and/or monitoring by staff and CCTV. Areas that represent a temporary risk should be assessed and appropriate controls put in place to secure, for example when an area of the building has scaffold erected. Some higher risk areas should be out of bounds to pupils, others may be acceptable with adult supervision. Individual department and House risk assessments should consider the riskier areas within their risk assessments.

Examples of Riskier Areas	
Risk Area	Examples of Controls
Art Department Teaching Areas	Locked and secured at the end of teaching day
Biology Pond	Pond fenced off with gated access
Boiler Rooms	All boiler rooms locked
CCTV Control room	Strict access controls and secured when not in use
Design and Technology Workshops	Locked and secured when not in use
Drama Technicians Store	Always kept locked
Electric and Gas meter Rooms	All gas and electric meter rooms are locked
Estates Workshops	Secured when not in use
Gardens and Grounds Stores	Locked and secured when not in use
Gyms - Conditioning and Balcony Gyms	Supervised access only for pupils CCTV in both Gyms Approval of Sports Centre Reception before accessing Balcony gym
Gyms - Boarding Houses	House Risk Assessments
Health Centre	Building secured and alarm when not in use Medications secured inside the Centre
Housekeeping Cupboards	Always locked unless being access by Housekeeper
Houseman's Stores	Always locked unless being accessed by Houseman
Kitchens	Main Prep and Senior Kitchens are locked when not in use
Lift Motor Rooms	Always kept locked and secure
Matrons Offices and medications stores	Matrons Offices secured by Paxton Locks Medications contained in secure boxes within the Matrons office
Music 1:1 teaching rooms	Vision panels in teaching room doors
Prep School Lake	Fencing around lake Supervised access by pupils only
Road safety collision risk	Use agreed crossing points Pupil briefings and instruction Supervision if appropriate
Roofs and Windows	Access to roof spaces and external roof areas are locked and secured Window restrictors placed on windows in Boarding Houses
Science Laboratories	Science labs locked when not in use Hazardous materials for science lessons locked in secure stores Radiation sources in a secure approved cabinet Gas supply to laboratories key locked
Swimming Pool	Secured when not in use Lifeguard and swim coach supervision when in use
Server Rooms	Always locked except when in use
Trips and Educational Visits	Generic risk assessment for local trips Dedicated risk assessment for overnight stays, adventurous trips and overseas Safeguarding considerations on trips Trips Management Policy
Vehicles and plant	Vehicles and vehicle key box kept locked and secure

Responsibilities

Risk assessments are carried out by those with the relevant qualifications or experience in a particular activity, sport, or department. Managers who are required to undertake risk assessments should undertake the College Risk Assessment training package and be familiar with this policy.

In addition, guidance is available from the relevant senior safety representative (Bursar, Estates Bursar or Health Safety & Risk Manager). From time to time, types of risk assessments may be added to the list following discussion at Compliance Committee Meetings, where risk assessment reviewed. The arrangements for each type of risk assessment is shown below:

Type of Risk Assessment	Assessor Details/Person responsible for conducting the assessment
General risk assessments (to include premises, tasks, sports, and activities)	The HoD, HsM or line manager (or person in charge of the activity if only one member of staff in charge).
COSHH (Control of Substances Hazardous to Health)	Any HoD, HsM or line manager where a chemical is used within their area of responsibility
DSEAR (Dangerous Substances and Explosive Atmosphere Regulations)	Any HoD or line manager where DSEAR is applicable – with guidance from the relevant senior safety representative
Radiation	Nominated Radiation Protection Supervisor
Asbestos	Estates and Health, Safety and Risk Manager (and consultants as needed).
Risk Assessment of expectant and new mothers	HoD or line manager with guidance from HR and the Health Safety & Risk Manager.
Young workers or Disabled staff	HoD with guidance from the Health Safety & Risk Manager
Display Screen Equipment	All individuals issued with ICT equipment, with guidance from the relevant senior safety representative (Bursar, Estates Bursar or Health Safety & Risk Manager).
Manual Handling	HoDs or line managers whose staff perform manual handling tasks with significant risk
Fire Risk Assessment	Health, Safety and Risk Manager, and independent Fire Safety Consultant as required
Personal Protective Equipment (PPE)	HoD or line manager whose staff perform any task or activity requiring PPE
Noise and Vibration	Estates/Grounds Gardens HoDs
Trips away from Cheltenham College including overnight and overseas trips	Member of staff in charge of trip, in liaison with EVC with guidance from Health Safety & Risk Manager. Risk Assessments are recorded on the Evolve system

Individual risk assessments are put in place for various welfare needs and are shared confidentially with relevant staff members. These include but are not confined to:

Mental Health	Director of Pupil Welfare
Care Plans	Director of Pupil Welfare in conjunction with Health Centre Staff
Trips	Deputy Head Learning and Wellbeing and Director of Pupil Welfare