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RISK ASSESSMENT POLICY

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Reviewer:	Head of Health & Safety
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1 Scope

This policy is applicable to all those with responsibility for a department, boarding house, or activity, under their control, and to those employees instructed to carry out a task.

2 Objectives

Bryanston seeks to comply with the Management of Health & Safety Regulations 1999, and other regulations, by ensuring that suitable and sufficient risk assessments are undertaken. These will identify hazards and seek to ensure the necessary preventative and protective steps are implemented to control hazards.

3 When to Complete a Risk Assessment

A risk assessment is to be carried out before any significant work/activity is carried out, that may present a risk of injury or ill health. A departmental/activity risk assessment is required to cover the routine activities of the department/activity. If new activities/equipment/substances/people are introduced or changed, then an additional risk assessment must be completed, or the existing assessment be reviewed.

Risk assessments are required for non-routine activities, for example; events hosted by Bryanston, one off activities, or significant events such as pandemics/outbreaks (Norovirus for example) or infectious diseases, that effect the health of the school community.

A risk assessment is required for all off-site visits. Please see the Educational Visits Policy.

Separate COSHH (Control of Substances Hazardous to Health) assessments are required for all hazardous substances that are either bought in to the school or for those substances that may be produced through work practices (dusts for example), for further information see the Bryanston School COSHH Guidance document.

Where a Head of Department (HoD)/Line Manager/House Parent has been alerted to an employee/pupil disability or injury, whether short or long term, a Risk Assessment and/or PEEP may need to be carried out for the individual in question. HoDs/Line Managers should consult with HR, where it relates to an employee, so that all reasonable adjustments can be considered. Advice can be sought from the Head of H&S where needed.



4 Responsibility for Risk Assessment

The employee in Charge/HOD/HP, of the respective area, are responsible for undertaking a suitable and sufficient assessment of the risks, and for implementing appropriate controls in the area under their area of responsibility. They should 'sign off' the assessment before any activity starts.

HoDs may delegate this task to others providing they have suitable knowledge, training, and have a good understanding as to the risks within the area under assessment, however the responsibility remains with the person in charge/HOD/HP of the area in question.

Area/Activity	Responsible Person / Risk Owner
Academic*	Head of Department
Boarding Houses*	House Parent
Sports*	Head of Sport (in conj. with the Dir of Sport)
Extra-Curricular Activities (ECA)*	ECA Lead
Support Departments	Head of Department
Events/Weekend Activities	Director of Operations/HOD/Event Lead
Off Site Visits	Trip Leader/EVC
Grounds, Buildings and Facilities	Department HoDs
Health & Welfare incl. Medical	Senior Nurse Manager
Recruitment	Director of People & Culture
Employee/Pupil Illness/Injury/Disability	Line Manager/House Parent

*These RAs are stored and updated only via the StaffHub, in the Risk Assessment Library. For Prep, RAs are stored on Teams/Staff Room.

Where assessments are not updated via the Risk Assessment Document Library on the Hub, copies of RAs should be sent to the Head of H&S. The Educational Visits Co-ordinator (EVC), in collaboration with the Head of H&S, approves risk assessments for off site visits, including residential stays, trips and sports fixtures. Assessments for trips and visits MUST be uploaded to Evolve in the relevant trip proposal.

5 The Process of Risk Assessment

Risk Assessment is a dynamic process. Risk needs to be assessed each time an activity takes place, considering: the people involved; the specifics of the activity; and the environmental conditions. Risk Assessments are working documents which should be readily available and used within the department/activity. Bryanston has adopted the HSE 5 steps approach and utilises a form similar to the template provided by the HSE.

The 5 steps are:

- 1) Identify the hazards
- 2) Identify who might be harmed AND how they could be harmed
- 3) Decide on the controls to reduce the risk, following the 'hierarchy of control'
- 4) Record your significant findings
- 5) Review your assessment and update as required.



If a Risk Assessment identifies that further controls are necessary, the employee in charge/HOD/HP must assess the residual risk to determine whether or not the activity can go ahead whilst these controls are in the process of being implemented. An action plan should be drawn up including timescales for the implementation of any further controls necessary.

The use of Risk Matrix scores is not generally utilised amongst departments, besides a few. Risk matrices can be open to interpretation, manipulation, and speculation. Therefore, any scoring system used on risk assessments must be carefully considered and appropriately controlled. The Bryanston 'Risk Register' does utilise a matrix score system to determine levels of risk, but this scoring system is scrutinised, discussed, and understood by the senior leaders who manage this document, and is under regular reviewed by the Risk Committee.

Bryanston's approach to risk assessment is pragmatic and allows for ease of understanding for whoever requires sight of an assessment, and for those at risk. Our risk assessments identify the hazards, who could be exposed to them, and the controls required to eliminate or reduce the risk.

A risk assessment must be 'suitable and sufficient', i.e., it should show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, considering the number of people who could be involved
- the precautions are reasonable, and the remaining risk is insignificant
- you involved colleagues in the process.

The HOD/HP/employee in Charge in preparing/reviewing the risk assessment must:

- 1) Consult with colleagues in the department to seek their views and experiences
- 2) Consult guidance relevant to their area e.g. HSE, Sports Governing Bodies, CLEAPSS
- 3) Record the information on the Bryanston Risk Assessment Template
- 4) Consult the Head of Health & Safety for advice and assistance as appropriate
- 5) Sign and date the Risk Assessment
- 6) Provide a copy to the Head of Health & Safety OR the EVC for Off Site Visits (unless uploaded to a StaffHub RA platform)
- 7) Hold an accessible hard copy within the House/Department
- 8) Communicate the findings to all of those affected by it at a departmental meeting. This will include communicating the risks and control measures with colleagues working to this Risk Assessment, issuing them with a copy and ensuring they sign to confirm they have read and understood this
- 9) Complete a signature sheet and keep with the hard copy of the RA, but provide a scanned completed copy to the Head of H&S
- 10) Monitor working practices to ensure the controls identified in the risk assessment are being implemented and are effective
- 11) Further review the risk assessment when required.



An academic department risk assessment should be an integral part of the lesson plan. Departmental risk assessments should be consulted; planned activities evaluated against these; adaptations made as necessary; and significant findings recorded. Risk Assessments should be recorded using the school's standard RA template form, which has been modelled on the HSE template, and be stored in a way that is easy to access and that all colleagues know where to find them. As described earlier, a completed hard copy must be kept accessible within the department for those who do not have easy access to electronic stores.

As part of the risk assessment process the competence of colleagues should be assessed, training needs identified, and an up-to-date training register be maintained.

All risk assessments relating to Academic and Boarding Houses must be in place, and reviewed, for September. Support departments should ensure their assessments are in place by October. All other activities/events must have their assessment in place and 'signed off' prior to the activity taking place.

6 Reviewing Your Risk Assessment

Risk assessments can change over time, and it is important to remember that they should not be filed away and re-visited 12 months later. At Bryanston our risk assessments are 'living documents' to be consulted with as you would a lesson plan, project file or Event Sheet. Risk Assessments are tools and can be subject to change at any time as your situation develops and as we find new ways of working. When reviewing a risk assessment, you should consult with colleagues in that department to gain their views and ideas on managing risk.

However, as a general rule, Risk Assessments should be formally reviewed:

- Annually (typically September)
- Following an incident
- Where significant changes to the workplace occur, including new equipment
- Significant changes in employee numbers/roles
- Any changes to Legislation or Industry Guidance
- If you no longer believe it is fit for purpose.

After reviewing the risk assessment - ensure that any changes made are noted in the amendments section to allow the school to better understand how and why controls are implemented or removed. It maybe that certain controls didn't work, and knowing why helps us develop assessments across the site to share best practice.

7 Resources Available/Training

All those who create Risk Assessments should be appropriately trained. The Head of H&S conducts regular risk assessment training and it is the responsibility of employees to ensure they attend training every 3 years. Online awareness training is also available via Tes/MyEducare, for both general and trip related risk assessments.



New starters receive an H&S Induction which includes the basics around risk assessment requirements.

The Health & Safety section of the StaffHub contains general information and guidance documentation on the risk assessments process and procedure.

The StaffHub also provides employees with template assessments, on a variety of activities and school areas, as well as signature sheets and forms. Templates are designed to provide a standard structure, and identify common hazards, to provide assessors with a starting point from which to develop their assessment further. Templates are not to be used as provided, until the responsible person has determined the contents are adequate for their respective department/activity.

HODs/HPs/employees in charge must consider the hazards identified in the provided templates in relation to the individual risks of their activities and modify the document so that it applies specifically to those activities and persons at risk. Any additional hazards and necessary controls must be included.

Assistance and further training are available from the Head of Health & Safety, and from the EVC for Offsite Visits.

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