



**RISK ASSESSMENT**

<b>Assessment completed by</b>	JW – Director of HR	Work area or activity being assessed. Describe what goes on there / what is involved:			
<b>Assessment date</b>	October 2024				
<b>Review date</b>	October 2025				
<b>General</b>				<b>Activity</b>	
1. Lack of, or inadequate, policies and procedures		9. Attendance at events outside the usual working environment		17. Staff Parties / Social Events	
2. Lack of, or inadequate, staff training and awareness		10. Social Media		18. Lessons	
3. Lack of or inadequate training for leaders		<b>Individuals</b> 11. Colleagues		19. Breaks / Non-teaching time	
4. Culture		12. Parents		20. Drama / Music / Sports Events	
5. The presence of alcohol		13. Students		21. Parent teacher meetings	
6. Gender Imbalance		14. Contractors		22. Residential Visits	
7. Power Imbalance		15. Visitors		<b>Location</b> 23. Offices	
8. Public facing roles/duties		16. Other – Suppliers/hirers		24. Toilets and Changing areas	

**STEP 2 – Now assess the risks from the hazards identified on the previous page by completing the form below.**

<p><b>What could cause harm?</b> (taken from Step 1)</p>	<p><b>Who might be harmed and how?</b> (students, staff, visitors, contractors)</p>	<p><b>Control measures</b> What is already done to stop people getting hurt?</p>	<p><b>Residual risk*</b> High / Medium / Low (See Table 1 for guidance)</p>	<p><b>Can further actions be taken to reduce the level of risk?</b> Yes / No If Yes, give details in the action plan</p>
<p>A lack of policies and procedures, or inadequate policies and procedures, to prevent or respond to harassment, sexual harassment and victimisation will heighten risks and reduce the likelihood of staff coming forward with concerns.</p>	<p>Staff, Students, Visitors – unaware of expected standards so less likely to recognise a problem.</p>	<p>Preventing Sexual Harassment Policy in place, along with a published risk assessment.</p>	<p>Low</p>	<p>Yes – Include the Risk Assessment within the Policies Declaration bundle given to all new staff, volunteers, contractors in advance of them coming on site,</p>
<p>A lack of training, or inadequate training, may increase the risk of instances of harassment and victimisation and reduce the likelihood of staff feeling able to bring concerns to the attention of the school.</p>	<p>Staff, feeling unsupported without clear guidance</p>	<p>Training on the prevention of sexual harassment in the workplace and clear signposting on how to report it.</p>	<p>Low</p>	<p>Yes – Provide training on the prevention of Sexual Harassment to Staff</p>
<p>staff who may receive a report of sexual harassment and/or be responsible for investigating and applying sanctions may need additional training.</p>	<p>Staff – Not being properly prepared to manage a complaint of sexual harassment.</p>	<p>Clear policies in place, along with support from the HR department and additional training as required.</p>	<p>Low</p>	<p>No</p>
<p>an environment where sexual banter, rowdy or other disrespectful behaviour is accepted would be higher risk.</p>	<p>Staff, Students, Visitors, Contractors</p>	<p>Staff code of conduct in place, along with a separate preventing sexual harassment policy, all published on the school intranet.</p>	<p>Low</p>	<p>No</p>

<p><b>What could cause harm?</b> <b>(taken from Step 1)</b></p>	<p><b>Who might be harmed and how?</b> <b>(students, staff, visitors, contractors)</b></p>	<p><b>Control measures</b> <b>What is already done to stop people getting hurt?</b></p>	<p><b>Residual risk*</b> <b>High / Medium / Low</b> <b>(See Table 1 for guidance)</b></p>	<p><b>Can further actions be taken to reduce the level of risk?</b> <b>Yes / No</b> <b>If Yes, give details in the action plan</b></p>
<p>Presence of alcohol can lower individual inhibitions, blur boundaries and/or lead to rowdy, group behaviour.</p>	<p>Staff, visitors</p>	<p>Staff code of conduct in place</p>	<p>Low</p>	<p>No</p>
<p>If the staff body, or a department/office is dominated by one gender this can increase the risk of an intimidating environment for the minority, even when this is unintended.</p>	<p>Staff, Students, Visitors, Contractors</p>	<p>Staff code of conduct, EDI / Harassment Training</p>	<p>Low</p>	<p>No</p>
<p>Harassment often takes place and goes unreported where there is a power imbalance in the workplace. For example, there may be a power imbalance between a senior manager and someone junior to them,</p>	<p>Staff, Visitors, Contractors</p>	<p>Staff code of conduct, harassment training</p>	<p>Low</p>	<p>No</p>
<p>roles that require a high degree of interaction with third parties, e.g. parents, suppliers or visitors to school, may be more at risk of third-party harassment.</p>	<p>Visitors, Volunteers, Contractors</p>	<p>These groups are required to read the following policies: Safeguarding Computer usage Safeguarding Code of Conduct Prior to them starting and must sign to state that they have read them.</p>	<p>Low</p>	<p>Yes - Add the Prevention of Sexual Harassment Policy to the policies declaration pack that we send to all new employees, volunteers and contractors, to read and sign prior to coming on site,</p>
<p>school trips, excursions or work-related social events.</p>	<p>Staff, Students, Volunteers</p>	<p>Risk assessment completed for each individual school trip or event,</p>	<p>Low</p>	<p>No</p>

<p><b>What could cause harm?</b> (taken from Step 1)</p>	<p><b>Who might be harmed and how?</b> (students, staff, visitors, contractors)</p>	<p><b>Control measures</b> What is already done to stop people getting hurt?</p>	<p><b>Residual risk*</b> High / Medium / Low (See Table 1 for guidance)</p>	<p><b>Can further actions be taken to reduce the level of risk?</b> Yes / No If Yes, give details in the action plan</p>
<p>contact between workers through social media poses a risk of harassment and schools should ensure that appropriate social media policies are in place and communicated to staff</p>	<p>Staff, students, visitors</p>	<p>Social media policy in place along with a code of conduct, which is publicized on the school intranet.</p>	<p>Low</p>	<p>No</p>
<p><b>Colleagues:</b> Inappropriate behaviour or comments could occur at any time. Uneven power dynamics or dominant groups may result in additional risk</p>	<p>Staff</p>	<p>Code of conduct in place, training given, clear reporting guidelines.</p>	<p>Low</p>	<p>No</p>
<p><b>Parents:</b> Inappropriate interactions during meetings, events, or via other communications (online/email).</p>	<p>Parents, Staff</p>	<p>Code of conduct, training and support given, regular communications from School to Parent body.</p>	<p>Low</p>	<p>No</p>
<p><b>Students:</b> Inappropriate behaviour or comments during lessons, around school or even outside school. Older Students may be more sexually aware. Some behaviour may be due to immaturity or inexperience. Groups of Students may be more likely to cross boundaries than individuals.</p>	<p>Students. Staff</p>	<p>Pupil behaviour policy in place, clear guidance given on expectations of behaviour given to Students from teaching staff.</p>	<p>Low</p>	<p>No</p>

<b>What could cause harm?</b> <b>(taken from Step 1)</b>	<b>Who might be harmed and how?</b> <b>(students, staff, visitors, contractors)</b>	<b>Control measures</b> <b>What is already done to stop people getting hurt?</b>	<b>Residual risk*</b> <b>High / Medium / Low</b> <b>(See Table 1 for guidance)</b>	<b>Can further actions be taken to reduce the level of risk?</b> <b>Yes / No</b> <b>If Yes, give details in the action plan</b>
<b>Contractors:</b> Risk during maintenance, construction, or other on-site activities, including language and interactions between contractors not intending to be overheard by staff	Contractors, Staff, Visitors, Students	Risk assessment completed for works involving outside contractors, to include a copy of our sexual harassment policy and staff code of conduct.	Low	No
<b>Visitors:</b> Potential for inappropriate behaviour during school events.	Staff, visitors, Students	Risk assessment completed for school events,	Low	No
Suppliers/hirers/others who may interact with staff.	Staff, Contractors, Visitors	Risk Assessment completed, staff code of conduct and sexual harassment policy provided in advance of coming on site.	Low	No
<b>Staff parties/social events:</b> Relaxed environment/alcohol can lower individual inhibitions and/or lead to rowdy, group behaviour.	Staff, Contractors	Staff code of conduct, training and policy on the prevention of sexual harassment in the workplace published and widely available.	Low	No
<b>Lessons:</b> especially in subjects covering topics of a romantic or sexual nature e.g. RSE, PSHE, English literature. Risk may increase with vulnerable staff, older Students or where Students are of the opposite sex to the teacher.	Staff, Students	Pupil behaviour policy in place, Staff code of conduct in place, safeguarding training given along with KCSIE read and published.	Low	No
<b>Breaks/Non-teaching time:</b> Behaviour of a group might make an individual uncomfortable. Higher chance of 1-2-1 interactions outside whole school break times.	Students, Staff	Behaviour policies, Staff code of conduct, safeguarding training already in place.	Low	No

<p><b>What could cause harm?</b> (taken from Step 1)</p>	<p><b>Who might be harmed and how?</b> (students, staff, visitors, contractors)</p>	<p><b>Control measures</b> What is already done to stop people getting hurt?</p>	<p><b>Residual risk*</b> High / Medium / Low (See Table 1 for guidance)</p>	<p><b>Can further actions be taken to reduce the level of risk?</b> Yes / No If Yes, give details in the action plan</p>
<p><b>Drama/music/sport events:</b> Emotions may run high. Alcohol may occasionally be served at some such events which can lead to a lowering of inhibitions among adults/blurred boundaries if Students are present.</p>	<p>Students, Staff, Contractors</p>	<p>Behaviour policies, staff code of conduct, safeguarding training already in place.</p>	<p>Low</p>	<p>No</p>
<p><b>Parent teacher meetings:</b> Risk may increase if meetings are 1-2-1 either online or in a classroom with only one teacher present.</p>	<p>Students, Staff, Parents</p>	<p>Computer usage policy, Staff code of conduct policy in place, along with regular communications to parents on standards already in place.</p>	<p>Low</p>	<p>No</p>
<p><b>Residential Visits:</b> Boundaries between staff and between staff and Students may become blurred on school visits due to concentrated time together, shared new experiences and shared accommodation.</p>	<p>Students, Staff, Volunteers</p>	<p>Risk assessment in place for visits, Staff code of conduct and behaviour policy in place.</p>	<p>Low</p>	<p>No</p>
<p><b>Offices:</b> Risk may be higher if only two colleagues are sharing or where a larger group sharing is predominantly male or female.</p>	<p>Students, Staff, Volunteers</p>	<p>Staff Code of conduct, training provided, Prevention of Sexual harassment policy in place.</p>	<p>Low</p>	<p>No</p>
<p><b>Toilets and changing areas:</b> Layout should ensure privacy and reduce opportunity for interaction.</p>	<p>Students, Staff, Visitors</p>	<p>Staff code of conduct, Behaviour policy, risk assessments completed at time of building works.</p>	<p>Low</p>	<p>No</p>

**STEP 3 – ACTION PLAN (Give details of actions to be taken that will reduce risks to health and safety)**

Describe as fully as possible the action to be taken	Who is responsible for ensuring the action is carried out?	Date by which action is to be completed	Confirmation that required action has been completed (Signature of person responsible for ensuring action completed and date)
Provide training on the prevention of Sexual Harassment to Staff	HR Department	December 2024	JW completed at all staff training day on 12 December 2024
Include the Risk Assessment within the Policies Declaration bundle given to all new staff, volunteers, contractors in advance of them coming on site,	HR Department	December 2024	
Add the prevention of Sexual Harassment Policy to the policies declaration pack that we send to all new employees, volunteers and contractors, to read and sign prior to coming on site,	HR Department	December 2024	

Table 1 - Classification of risk

Risk analysis / priority of action matrix

Severity	Likelihood				
	1 Very Unlikely (Freak event – no known history)	2 Unlikely (Unlikely sequence of events)	3 Possible (Foreseeable under unusual circumstances)	4 Likely (Easily foreseeable-odd incident may have occurred)	5 Very Likely (Common occurrence – aware of incidents)
1 Negligible (No visible injury – no First Aid required)	Low	Low	Low	Low	Medium
2 Slight (Minor cuts, bruises – no long term effects)	Low	Low	Low	Medium	Medium
3 Moderate (Heavy bruising, deep flesh wound. Lost time accident)	Low	Low	Medium	Medium	High
4 Severe (Lost time accidents and major injuries)	Medium	Medium	Medium	High	High
5 Very Severe (Long term disability or death)	Medium	Medium	High	High	High