

Updated September 2024

RISK ASSESSMENT POLICY

Introduction

It is not only a legal requirement, but also the Board's firm belief that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routine and at all school events.

What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk control measures are the measures and procedures that are out in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Who Conducts Risk Assessment?

Risk Assessments are conducted by the Head, or delegated by the Head to teachers or the Health and Safety Officer. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

The Head will be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out by a competent person with adequate records.

Risk Assessments

There are two main types of risk assessment, generic and specific.

Generic risk assessments should be completed for hazards or activities that are common throughout the school.

Specific assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks.

The essential steps that are taken in order to comply with this policy are:

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary (prescribe remedial action, i.e. risk control measures).

Thorough Risk Assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?
- Who May be Affected? Consider pupils, students, trainees and those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. Or when beyond the School, members of the public.

Risk Evaluation

To evaluate the risks (low/medium/high) to which individuals might be exposed.

This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Risk Control

To decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:

- Avoid the hazard – can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard
- Procedural controls – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure that the staff are aware of each child's needs.
- Setting management – such as the monitoring of exits and entrances.
- Additional equipment/staff – can a lifting device or an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment – consider the value of using such things as gloves, over garments.
- Emergency procedures – have contingencies in the event of things going wrong such as an accident or incident.

The Head monitors the control measures instigated to ensure that they are effective and implemented correctly.

What areas require a Risk Assessment?

There are numerous activities carried out at the School, each of which requires its own separate Risk Assessment. The most important of these covers:

- Fire safety and other security procedures
- Educational visits and trips
- Movement between sites

Separate model policies cover each of the two areas mentioned above. However, Risk Assessments are also needed for many other areas, including:

Educational:

- Science experiments
- Each sport and PE activity
- Art/Music

All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

Medical and First Aid

The medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in Reception and the Deputy Head Admission and Head of Supervisors are responsible for ensuring that accidents are duly recorded. Please refer to the First Aid Policy for further details.

Child Protection

Our Safeguarding Policy forms the core of our child protection risk management. Safer recruitment policy and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to the members of the Board and by ensuring that everyone in our school community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- **Catering and Cleaning:** Risk Assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Caretaking and Security:** Risk Assessments cover every room, stairs, corridors and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk Assessments also cover manual handling, working at height, and asbestos. Induction and refresher training covers Risk Assessments, protective equipment and safety notices.
- **Maintenance:** Risk Assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control

of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- *Equipment Rooms*: Risk Assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers Risk Assessments, protective equipment and safety notices.
- *Office staff*: Risk Assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Access by Pupils

Risk Assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have access to potentially dangerous areas, such as *Equipment Rooms*, *Maintenance*, *Catering* and *Caretaking* working areas. Doors to these areas are kept locked when not in use.

Specialist Risk Assessment

The health and safety officer arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Electrical safety
- Gas safety
- Work at high levels
- Work with lead.

Reviews

All Risk Assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery, and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

All members of staff are given an induction into the school's arrangements for Risk Assessments and Health and Safety. Specialist training is given to those whose work require it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head to enable the Board to comply with their Health and Safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head or the Health and Safety Officer.

Original copies of all completed and signed Risk Assessments are kept in an electronic file on the SLT drive.