



## **RISK ASSESSMENT POLICY**

### **1 Introduction**

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

This Policy applies to the entire setting including the EYFS and After School and Holiday Clubs. Copies of this Policy are available for viewing and/or downloading on the school's website.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, etc., there is separate policy guidance in place.

This policy should be read in conjunction with the following policies:

- Health & Safety Policy
- Educational Visits Policy
- Supervision Policy
- EYFS Supervision Policy

### **2 Purpose**

The objectives of this policy are:

- To ensure that risks are systematically identified and managed to promote children's welfare.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

### **3 Responsibilities**

The following have responsibilities for risk assessment:

- The Head will be responsible for the implementation of this policy.
- The Head of EYFS will be responsible for the EYFS risk assessment and the regular checks required as a result of the assessment.
- The School Business Manager and Site Supervisor will complete risk assessments for the site, including teaching rooms.
- Trip leaders will complete risk assessments for educational trips and visits.
- The Catering Contractors will complete an annual risk assessment for the Kitchen and food storage and service areas.
- Teaching staff are responsible for undertaking a risk assessment prior to engaging in any hazardous activities or when using specific equipment for curriculum purposes e.g interactive whiteboards, cooking, science, art or DT. If specific qualifications are required to teach such activities or reference made to any specific H&S publications, all staff must be made aware of this relevant information.

- The Head, School Business Manager and Site Supervisor will be responsible for checking risk assessments.
- The School Business Manager will be responsible for keeping risk assessment records.

#### **4 Training and Guidance**

Staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Head, School Business Manager or Site Supervisor.

#### **5 When is a Risk Assessment required?**

The following is a non-exhaustive list of circumstances which are likely to require a risk assessment to be produced. If in doubt, staff should seek guidance from the Head or Site Supervisor.

##### Educational

- Science experiments
- Use of hazardous materials in design technology or art
- Sport & PE
- Drama & dance
- School trips

##### Support

- Catering and cleaning
- Security
- Site and equipment maintenance
- Visitors
- Fire & emergencies

#### **6 Procedure for completing a Risk Assessment**

A template risk assessment form is included at Appendix 1.

Risk assessments should 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 mitigate the risk

Completing a Risk Assessment will require answering the following six questions:

- what could go wrong?
- who might be harmed?
- how likely is it to go wrong?
- how serious would it be if it did?
- what are you going to do to stop it?
- how are you going to check that your plans are working?

#### **7 School Visits**

Planning for school visits and trips must be completed in accordance with the Educational Visits Policy and the Supervision/EYFS Supervision Policy.

A careful risk assessment should be completed by the trip leader, using the form in the Appendix. Many attractions and museums provide their own risk assessments, which should be appended to the school's own assessment of the risks of the trip.

Where the visit or trip is a repeat of a previous trip, the existing risk assessment may be used as the basis for assessment, but must be reviewed.

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the trip leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

For visits involving EYFS children, the assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal supervision ratio.

## **8 Supervision of Pupils**

The school's Supervision and EYFS Supervision Policies set out the measures in place to supervise children during the school day and on school visits. These arrangements are risk assessed and reviewed as part of the review process for these policies. Staff should be aware of their responsibility to dynamically risk assess on a daily basis, taking into account changes in individual circumstances and the weather for example.

In circumstances which fall outside these policies, a risk assessment should be undertaken to ensure sufficient supervision is in place to ensure the safety of pupils.

## **9 EYFS**

A risk assessment must be completed of outdoor and indoor spaces, furniture, equipment and toys used by EYFS children. This risk assessment will be reviewed at least once a year or more frequently when the need arises.

The risk assessment must identify aspects of the environment that need to be checked on a regular basis and a record of these aspects and when and by whom they have been checked must be kept. The regularity of these checks will be determined according to the assessment of the significance of individual risks.

## **10 When should Risk Assessments be reviewed?**

Risk assessments will be 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 for no other reason

## **11 Approval & Review**

This policy was approved by the Proprietor. It will be reviewed every two years or as necessary following a change in regulation.



Signed: Sam Antrobus Feb 2018  
Chairman

Review date : Feb 2020

# RISK ASSESSMENT TEMPLATE

<b>1) Risk Assessment (Education option 1).</b>	2) School activity, place or procedure assessed: <b>3)</b>		4) Date: <b>5) x/xx/18</b>							
	6) Assessed by: <b>7) TGlass</b>	8) School/Dept: <b>9) St Edward's Prep</b>	10) Ref: <b>11) T G/XX/XX</b>							
Stage 1		Stage 4		Stage 5		Stage 6		Stage 7		9
<b>List significant hazards</b> <i>For example – Cuts from sharp edges. Trip over torn carpet. Electric shock/burns from exposed cables. Objects falling from shelves. Sunburn, etc.</i>		<b>Describe existing controls, (i.e. already in place).</b> <i>For example – Tables have rounded edges, and are given a quick, recorded, annual check. Electrical cables routed safely, or covered over. Nothing on shelves allowed over head height.</i>		<b>Risk Rating</b> Likelihood Severity L x S		<b>Suggest any further controls if needed.</b> <i>For example: Fire awareness training needed. Provide nettle-resistant gloves. Devise a 'good housekeeping' policy. Replace broken handrail.</i>		<b>Risk Rating</b> Likelihood Severity L x S		Action dates by Head Teacher:
1		Article I.				Article II.				
2										
3										
4										
5										
<b>Stage 2:</b> Indicate if the following are also present:		1. Manual handling <input type="checkbox"/>	2. Display Screen Equipment <input type="checkbox"/>	3. Chemicals <input type="checkbox"/>	4. Personal Protective Equipment <input type="checkbox"/>	5. Noise <input type="checkbox"/>	6. Vibration <input type="checkbox"/>	7. Asbestos <input type="checkbox"/>	12)	
8. <b>Stage 3:</b> Who could be hurt:	9. Teaching/non teaching/office staff <input checked="" type="checkbox"/>	10. Children <input checked="" type="checkbox"/>	11. Gov/Parents/Visitors, etc <input type="checkbox"/>	12. Care taker <input type="checkbox"/>	13. Cleaner/Kitchen staff/Contractor <input type="checkbox"/>	14. Disabled, elderly, infirm <input type="checkbox"/>	15. Pregnant <input type="checkbox"/>	16.		

Likelihood		Severity	
5	Almost certain	5	Fatality(s)
4	Likely	4	Major injury
3	Possible	3	Moderate
2	Unlikely	2	Minor injury
1	Highly unlikely	1	No injury

Severity	5	4	3	2	1
	5	5 Significant	10 Substantial	15 Intolerable	20 Intolerable
4	4 Moderate	8 Significant	12 Substantial	16 Intolerable	20 Intolerable
3	3 Tolerable	6 Tolerable	9 Significant	12 Substantial	15 Substantial
2	2 Trivial	4 Trivial	6 Tolerable	8 Moderate	10 Significant
1	17. 1 Trivial	18. 2 Trivial	19. 3 Trivial	20. 4 Tolerable	21. 5 Moderate
	1	2	3	4	5
	Likelihood				

22.

Risk classification in action	
Intolerable	Cease task immediately. Make area safe. Inform Head Teacher/Dept Head <i>now</i> .
Substantial	Not supportable. Seek professional advice. Allocate corrective resources <i>now</i> .
Significant	High risk. Seek competent advice to ensure proportionate and effective controls.
Moderate	Start or continue <b>only</b> if additional controls are introduced within a specified time.
Tolerable	Resume, but continue to monitor to ensure the existing controls are maintained.
Trivial	No further action required. Existing safety controls are satisfactory.

<b>13) Record of 14) Risk Assessment.</b>	<b>15) Continuation sheet.</b> Continue with the Risk Assessment if required.
	<b>16) The priority is to ensure persons exposed to any significant hazards, (Stage 3), are informed of how they are at risk, and the controls necessary to stay safe.</b>

	List significant hazards	Article III. Describe existing controls, (i.e. already in place).	Risk Rating			Article IV. Suggest any further controls if needed.	Risk Rating		
6		Article V.				Article VI.			
7									

<b>Stage 8: Promote assessment outcome(s).</b>	23. Forward and discuss with Head Teacher, or Dept Head, or team leader, etc. The objective is to ensure ownership of the issues raised				24. Date this was done: 25.			
	How are 'Stage 3' persons informed of hazards and controls in a way understandable to them?			Paper copy <input type="checkbox"/>	26. So ft copy <input type="checkbox"/>	27. 1 to 1 <input type="checkbox"/>	28. Group p mtg. <input type="checkbox"/>	29.

30.

<b>Head Teacher responsibilities, (or their nominated person):</b>	1. Set any 'Stage 9' target dates. If not possible, how will these new control measures be introduced in good time?			
	Article VII. 2. Ensure this assessment is shared with school management team (or similar). If not, how do staff learn of / learn from it?			
	31. 3. Verify all stages are complete. Signed:	32.	33. ate:	34.

1 <sup>st</sup> review date:	Signed:	2 <sup>nd</sup> review:	Signed:	3 <sup>rd</sup> review:	Signed:
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