



16a Risk Assessment Policy

1. Statutory Policies	Part 2
ISI	Part 3: Health and Safety – Risk Assessments
Author Led	Headmaster
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Next Review	February 2024
Comment	Annual Review
Website	Yes

1. Introduction

The purpose of risk assessments are to identify hazards and evaluate any associated risks to student welfare arising from school activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

We do not want our risk assessments to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of Standard Operating Procedures (SOPs) that are already in place. The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.

Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

2. Areas of Risk

As with any organisation, building or facility, and by the nature of its existence, a school and its activities entail risk. No activity is entirely risk-free.

At the same time, it is not prudent to be excessively risk averse. Therefore, the purpose of this policy is to take an active approach to managing risk and so reduce the risk that students and staff will be harmed through negligence and lack of proper planning.

Some areas of risk within the school are:

- School's facilities.
- Classrooms activities.
- School Trips.
- Supervision of students.
- Staff recruitment.
- Matters related to safeguarding.

Certain areas of the school's operations (e.g. recruitment, trips, supervision etc.) require bespoke policies which then highlights the particular mitigation strategies put in place to protect our community. Therefore, on page 5 of this document, reference is made to those specific policies which have additional/particular risk assessment strategies.

3. Responsibilities

The School Leadership is responsible for continually identifying new risks and taking action to mitigate them. In general, it will be fairly obvious who is responsible for a particular area, with regard to Risk Management. For example, the Head of Primary School is responsible for the facilities and activities in the Primary School; Sport Coaches are responsible for the Sports Fields and the Swimming Pool etc.

However, it is important that all areas of the school are effectively managed and so this is reviewed tri-annually in the school's Health and Safety Committee Meetings.

4. Potential Hazard

Whilst there is no hard and fast rule on what a risk assessment should look like/contain, the school's standard risk assessment is based on the advices provided by the Health and Safety Executive:

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

Therefore, for the purpose of this policy the following definitions apply:

- **Potential Hazard:** Something with the potential to cause harm.
- **Who is affected:** People who may be at risk
- **Control Measures:** Method used to reduce or control risks arising from identified hazards.
- **Ongoing actions:** The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

Those responsible for an activity in an area (for example, Sports Coaches or Head of Science) should make themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility. Once this exercise is complete, those responsible will be able to describe activities in a meaningful way for the purposes of risk assessment.

Whenever possible, members of staff responsible for an activity should adopt a team approach to risk assessment and involve employees who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out.

All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in (see above).

An example of our standard Risk Assessment is included in Annex A of this document.

5. Who is affected?

Once a hazard has been identified, staff should establish what the potential hazardous outcomes or events could be associated with the hazard. When identifying who could be harmed, identify how they could be harmed.

6. Control Measures

Control measures are actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard being realised.

The school will identify and implement enough risk control measures to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this policy.

7. Hierarchy of risk control

This section of the policy identifies how it is possible to help reduce the risk when undertaking activities:

- **Eliminate the risk:** Avoid the risk altogether by removing the hazard or no longer undertaking the activity.
- **Substitute the risk:** Reduce the risk by replacing the hazard or activity with one which entails lower risk.
- **Control the risk (Physical):** Control the risk by physical isolation or separation of people from the hazard.
- **Control the risk (Procedural):** Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision, Standard Operating Procedures etc.
- **Protect the individual:** Protect the individual by the provision of personal protective equipment. When considering additional control measures, the school will ensure that they will not introduce any new hazards.

8. Communication of Risk Management

Relevant information identified in the Risk Assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures will be effectively communicated, and be readily accessible to, employees and others as appropriate.

Those responsible for activities need to ensure that the findings of the Risk Assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons covered in the assessment.

9. Monitoring and Review

The Risk Assessment and control process is not a one-off activity but part of the process for continuous improvement. It should be reviewed and revised as appropriate. Therefore, Risk assessments will be reviewed:

- If there has been a significant change in the matters to which they relate
- If there is reason to suspect that they are no longer valid
- At least annually

References and Related Policies

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work Act etc. 1974
- HSC – Managing Risk ; <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>
- 7a Safeguarding Policy
- 14a Supervision of Pupils Policy
- 14b Missing Child Policy
- 14d School Journeys Policy
- 15a Admissions Policy
- 16b Major Incidents
- 18a Recruitment Policy

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RISK ASSESSMENT

The person in charge must accept full responsibility for reviewing this generic Risk Assessment in order to ensure that all risks have been considered and assessed for the activity taking place

Activity	GENERIC RISK ASSESSMENT FOR:		LEAD	DATE COMPLETED
<p>POTENTIAL HAZARDS/ RISKS</p> <p><i>Look only for hazards which you could reasonably expect to result in significant harm</i></p>	<p>WHO IS AFFECTED?</p> <p><i>List groups of people who may be at risk</i></p>	<p>Control Measures to Eliminate / Minimise the Risk</p> <p><i>List controls that are already in place</i></p>		<p>FURTHER ON-GOING ACTION REQUIRED?</p> <p><i>List possible further on-going action required</i></p>

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