

RISK ASSESSMENT POLICY

Applies to whole school including EYFS

Version	4	5	6		
Policy reviewed on	September 2021	September 2022	September 2023		
Policy written by	Mr Whittell	Mrs Flynn	Mrs Flynn		
Policy seen by Governor on (date / signature)	Mrs Wilcox	Mr Foster	Board Meeting – 20/09/23		
Date of next review	September 2022	September 2023	September 2024		

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

SCOPE

This policy and associated procedures are to be followed by all staff.

Staff are responsible for the assessment of work-related hazards. The aim is to provide a system for assessing risks across all our work activities. This policy and associated procedures are also to be used by the Site Manager to assess harm that could be caused to equipment, buildings and the environment.

Within this policy and associated procedures Hazard, Risk and Harm have the following meaning:

- Hazard - Potential to cause harm
- Risk - Likelihood that harm will occur and its consequences
- Harm – Injury to people, damage to products, equipment, plant and buildings; pollution of the environment

The term “Staff” is used throughout to mean the person with direct responsibility for the safe conduct of the work activity.

INTRODUCTION TO RISK ASSESSMENT

A basic Risk Assessment is simply a careful examination of what, in your work, could harm people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm to yourself, your colleagues, contractors, visitors or anyone else who may be affected by your work. The examination can be extended to include damage to products, equipment, plant and buildings as well as pollution of the environment.

Risk Assessment is a process that becomes easier with training and experience. Training will be delivered to employees who are expected to undertake risk assessments. It is mandatory for those identified as responsible for conducting risk assessments to undertake this training to ensure correct and effective application of the risk assessment process.

ROLES AND RESPONSIBILITIES

The Board of Trustees:

- Recognises and understands the importance of skilled management of employees by the provision of appropriate training on an on-going basis for managers and staff.

The Bursar:

- Is responsible for Health and Safety and has the responsibility for monitoring implementation, review and compliance of this Risk Assessment Policy.
- Has overall responsibility for the implementation of this Risk Assessment Policy and associated procedures.
- Ensures that all new starters have received suitable health and safety induction and training.

- Ensures that all employees receive health and safety refresher training to ensure that they have the ability to carry out their existing or new roles.
- Provides positive leadership and a visible commitment to this policy.
- Provides support and guidance to the Staff to ensure risk assessments and subsequent control measures are practicable and enforceable.

Staff:

- Must understand and comply with this policy.
- Must ensure they report any defects or dangerous occurrences.
- Must protect the health of themselves and others at work.
- Must ensure that they comply with any control measures that are in place.
- Must inform the Bursar when a process or task changes or it is felt the risk assessment fails to identify appropriate control measures.
- Attend training as requested in good management practice and health and safety.

EDUCATIONAL VISITS

All Staff requesting an educational visit for their class will follow the School Trips Policy.

Once the plan and risk assessment is submitted, it is checked by the Educational Visits Co-ordinator (EVC) prior to being authorised. The visit leader is reminded at this point that they are responsible for the safety and organisation of the visit.

EYFS

The Early Years Foundation Stage staff ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

They use daily and general classroom risk assessments for the provision. They identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

Before the Early Years staff take the children on an outing, a risk assessment is completed. The adult to child ratio is

KG1 ratio on trips and visits is 1:2

KG2 ratio on trips and visits is 1:4

RISK ASSESSMENT PROCESS

Risk assessment is a subjective but logical process which can be broken down into five steps:

- Step 1: Identify the hazard
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

When conducting a risk assessment, involvement of staff will provide useful information about how the work is done, this will make assessment of the risk more thorough and effective.

Step 1: Identify the hazards

Review the task and or work area, talk with the persons involved and identify any hazards. Assessment is not limited to normal work activities, but also special events and activities. Remember to include hazards arising from normal activities and potential hazards if things go wrong. Focus on the reasonably foreseeable (that is an event that can logically be predicted to occur and which could result in harm) not remote possibilities. Tasks/activities that pose trivial safety consequences should not be subject to risk assessment.

It is important to remember that an effective risk assessment looks at the whole activity not individual hazards. This avoids the need for unnecessary paperwork and subsequent additional review and will in the end show a complete picture of how the hazards and associated risk are to be managed. There is a tendency to break risk assessments down into bite sized chunks for simplicity, but it is sometimes more effective to manage the hazards collectively thereby making the risk easier to manage overall.

Step 2: Decide who might be harmed and how

For each hazard establish who might be harmed as it will help to identify the best way to manage the risk. This does not mean listing everyone by name, but rather identifying groups of people, e.g. Contractors, Employees, Visitors, members of the public etc.

In each case decide how they might be harmed, i.e. what type of injury or ill health might occur. For example, employees may suffer back injury from repeated lifting of boxes.

Some workers have particular requirements, e.g. new and young workers, women of child-bearing age, new or expectant mothers and people with disabilities may be at particular risk.

Shared workplaces present particular problems. Risk assessments should consider the effect of the activity on other workers. The risk assessor should also ensure that they are familiar with the risk assessments produced by other groups within the workplace that may affect their staff.

Step 3: Evaluate the risks and decide on precautions

Evaluating the risk is a subjective process which becomes easier with experience. To help assessors 'Risk Rating' descriptions are listed below.

Risk Rating System

<i>Severity or most likely consequence</i>	<i>1 = Minor/ No Injury 2 = Lost Time Injury 3 = Major Injury/ Fatality</i>
<i>Likelihood of the incident occurring</i>	<i>1 = Unlikely/ Infrequent 2 = Possible/Occasional 3 = Likely/ Frequent</i>
<i>Risk Rating = Likelihood x Severity</i>	<i>1 or 2 = Low Risk/ Priority 3 or 4 = Medium Risk/ Priority 6 or 9 = High Risk/ Priority</i>

The legal requirement for most Health and Safety Regulations is to reduce the risk of harm so far as is reasonably practicable. The level of acceptable risk is dependent on circumstances; the perceived risks of working in an office environment are different to those of working in a bull ring. It is the Bursar's responsibility to decide when the level of risk is acceptable, a well-constructed risk assessment will aid in this decision.

The first step in evaluating the risk is to establish what controls are currently in place, it is important that this is based on what is actually being done not what is thought to be done. The second step is to decide whether anything else can and needs to be done, this could involve the introduction of additional control measures or better implementation of existing control measures.

If the need for additional control measures is identified, then their implementation needs to be managed. This will require identification of ownership and the setting of implementation dates. Large numbers of additional control measures should be addressed in priority order, the most affective being implemented first.

When assessing risks the following points should be considered:

- Can the hazards be eliminated altogether?
- Can the risks be controlled so that harm is 'most unlikely'?
- Is there a less risky option?
- Can access to the hazard be eliminated or reduced e.g. barriers, guards etc.?
- Can the work be reorganised to eliminate or reduce the risks?
- Are additional welfare facilities required e.g. first aid or washing facilities for removal of contaminates?
- Is Personal Protective Equipment (PPE) required? The use of PPE is a last resort and should not be preferred to other forms of risk elimination or reduction.

Step 4: Record and implement findings

On completion of the risk assessment the details shall be recorded and the assessment brought to the attention of all those who are at risk or are responsible for implementing the control measures.

It is best practice to record dynamic risk assessments retrospectively and at the earliest opportunity. By recording these assessments, it may be possible to use the findings as a starting point for future similar tasks, thus improving the control of risks and reducing workloads. It also provides an auditable record of decisions allowing for more effective accident investigation.

The most important part of any risk assessment is effective implementation of the control measures. Once implemented the risk assessors are to ensure that the control measures remain effective and that staff are compliant with the risk assessment requirements.

Step 5: Review and update

Risk assessments are to be regularly reviewed to ensure they remain suitable and sufficient.

A review is to be conducted:

- Annually.
- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss.
- Following significant changes to the task, process, procedure or Line Management.
- Following the introduction of more vulnerable personnel, e.g. persons who are not familiar with the process, task or environment, persons who may have special needs.

If following review there are no changes to be made to the assessment, the Bursar will agree the risk assessment and agree a new review date.

RETENTION OF ASSESSMENTS

Risk assessments are retained for a minimum of 3 years.

FURTHER GUIDANCE

More information can be found within the Health & Safety Executive website. Alternatively, please liaise with the Bursar.