



Risk Assessment Policy

| | | |
|----------------------|--------------------|----------------|
| Policy owner | Facilities Manager | September 2025 |
| Formally endorsed by | Trustees | |
| Review date | | September 2027 |

Introduction

It is not only a legal requirement, but also this School's 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.

1.1. What is a 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 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).

1.2. Who Conducts a Risk Assessment?

Risk Assessments are conducted by the Facilities Manager, Educational Visits Coordinator (EVC) or appropriate/relevant teachers. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit/activity.

Risk assessments for premises matters and school events are approved by the Facilities Manager and for school trips by the Educational Visits Coordinator.

Risk assessments should be obtained and utilized from individuals, groups and organizations who are on site and relevant information about pupils should be shared with them, as appropriate, to ensure safety and welfare.

2. Risk Assessments

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

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

2.2. Specific assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate

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.
- Submit Risk Assessment to Facilities Manager or Educational Visits Co-ordinator for approval.
- Share with necessary people.
- Review your assessment and revise it if necessary after the event using the post-event feedback form.

Assessments identify significant risks, such as defects and deficiencies and 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?
- Rolling risk assessments in place should circumstances change during an event, trip, play etc.

2.3. Who May be Affected?

Consider pupils, students, trainees, expectant mothers and also 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.

2.4. Risk Evaluation

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 needs 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.

2.5. Risk Control

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 utilized 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, incident or fire.

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

2.6. Risk Assessments for taking children off site

Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place the activity must be authorized and the form signed by the Educational Visits Coordinator (EVC). Risk assessments are to be carried out by teachers for trips and reviewed and signed off by the EVC. Teachers are responsible for site visits and as such must do the risk assessment. Risk assessments for school trips must be handed in at least one week in advance. Risk assessments for overnight stays or trips abroad must be handed in at least a month in advance.

If parents are accompanying the teacher and students on an overnight trip, a DBS must be carried out.

2.7. Events / Festivals Requiring a Risk Assessment

- Michaelmas Festival
- Martinmas Festival
- Advent Fair
- Advent Spiral
- Shepherds Play

- Candlemas Festival
- May Festival
- Whitsun Festival
- St John's Festival
- Jumble sales and all weekend events
- All School Plays
- All Camping Trips
- All Overnight Stays
- All Trips Abroad

2.8. Specialist Risk Assessment

The Facilities Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Electrical safety

2.9. Reviews

All risk assessments are reviewed and recorded when there is significant change, an accident has happened, or with renewal time. 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.

2.10. Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work required 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 Health and Safety Group in order to enable the Trustees to comply with their health and safety duties. After every event and trip a post event feedback form must be completed by the person who was in charge of the event or trip and who carried out the risk assessment. Finally, all members of staff are responsible for reporting any risks or defects to the Facilities Manager or School Administrator.

2.11. Rolling Annual Survey

Rolling Risk Assessments are carried out on the inside and outside of the premises every term, in the form of a documented site walk.

2.12. Reporting Procedures for Surveys

The results of the periodic risk assessment surveys are reported to the Trustees. The main report is made towards the end of the school year, when the rolling annual survey has been completed.

3.0. Covid-19

The requirement for every employer to explicitly consider COVID-19 in their health and safety risk assessment has been removed.

Requirements of The Trustees

To delegate powers and responsibility to the Head Teacher who is the head of Health and Safety in the school and to ensure everyone complies with this policy.

Members of the Health and Safety Group:

Alexandra Julin – Facilities Manager

Anna Retsler – Head Teacher

Ashad Auckburally – Business Manager

Educational Visits Coordinator:

Residential:

Heulwen Miller – Class Teacher

Day Trips:

Anna Retsler – Head Teacher