

## **Risk Assessment Policy**

**This policy applies to the Whole School, including the Early Years Foundation Stage (EYFS) and is published to parents, pupils and employees.**

**This policy has regard for relevant legislations, namely The Health and Safety at Work Act and The Management of Health and Safety at Work Regulations. This policy also has regard for the Health and Safety Executive's (HSE) guidance on controlling risks in the workplace.**

### **1. Introduction**

The School recognises that a fundamental part of managing health and safety successfully is to assess risks. It is a legal requirement under the Management of Health and Safety at Work regulations that employers must assess the risks to their employees and those affected by their activities; in a school, this requirement extends to pupils and visitors.

Risk assessment requires identifying an activity, process, or situation that could cause harm (a hazard), and evaluating what degree of harm could be caused and how likely the harm is to occur. This information provides a risk level. If the risk level is significant, control measures must be developed and implemented to reduce the likelihood of harm or damage occurring. The risk assessment process can consequently help to reduce injuries, ill health, and damage to property.

When determining a risk level, consideration must also be given to the scale of injury, ill health, and damage that could occur; the number of people that are likely to be affected; and the general health and competency level of those people. For example, pupils, pregnant employees, and people with disabilities may require greater protective measures due to their increased vulnerability.

Risk assessments must be evaluated at appropriate intervals, which is normally annually or following any significant changes, to ensure that control measures are effective and develop new ones if they are not.

The School undertakes various processes and activities that require the assessment of potential hazards to keep employees, pupils, and visitors safe. This policy outlines how this is achieved.

### **2. Responsibilities**

The Headmaster is responsible for the health and safety of everyone on the premises, and off the premises when activities relating to or on behalf of the School are undertaken, such as educational visits and sport fixtures. Consequently, the Headmaster is responsible for ensuring that the required

risk assessments are made and adopted. Day to day operational responsibility for enforcing this is discharged by the Headmaster to the Deputy Head.

Departmental heads have a responsibility to ensure that the necessary risk assessments have been carried out for processes within their department. They are provided with e-learning risk assessment training every 2 years. Departmental heads must also ensure that their staff are aware of departmental risk assessments and that they comply with the control measures.

Staff leading educational visits have a responsibility to ensure any significant hazards associated with their trip have been considered and documented. All educational visit application forms have general risk assessments which must be evaluated and amended if required by the trip leader. The Health & Safety (H&S) Officer reviews the general educational visit risk assessment templates annually.

The H&S Officer holds an advisory and supportive role in the production of risk assessments and will provide guidance and support where required. The H&S Officer may request sight of departmental risk assessments to audit or advise on them to support the School in remaining compliant. The H&S Officer may also produce risk assessments where appropriate.

All staff have a responsibility to understand and comply with the control measures stipulated within any risk assessments that pertain to carrying out their role(s). Staff also have a responsibility when organising events or activities to ensure a risk assessment is in place where appropriate.

### **3. Implementation**

The main type of risk assessment is a general risk assessment pertaining to an activity or process. General risk assessments are produced for:

- Hazardous processes and activities carried out by both teaching and support departments; department heads are responsible for ensuring these assessments are in place, communicated to departmental staff, and reviewed annually or following any significant changes.
- School events; templates are available in the Health & Safety area on Sharepoint, which must be adapted depending on the event, by the organiser.
- Events organised by the School's Parents Association's, such as fundraisers.
- Educational visits; general risk assessments are in place and evaluated by Trip Leaders as part of the approval process. Additional risk assessments will be included by Trip Leaders when appropriate.

The School will request general risk assessments from external parties in the following circumstances:

- Where external providers are supplying a service such as catering or an activity, the organiser will make the request and submit the relevant document(s) to the Health & Safety Officer.

- When external hirers book the facilities, the member of staff arranging the booking will request a risk assessment in advance of the booking.
- When contractors are arranged, the member of staff organising the contracted work will request a risk assessment and method statement from the contractor which must be received prior to the work taking place.

Other forms of risk assessment carried out by the School include:

- Annual safety checklists which provide an opportunity to assess higher risk teaching spaces, such as DT and Art classrooms, individually at the start of the academic year.
- Safety sheets for experiments in Biology, Chemistry and Physics, which are developed as required. All science departments follow CLEAPPS operating procedures, and replace documentation based on updates from CLEAPPS.
- Personal Emergency Egress Plans (PEEPs); completed as required by the H&S Officer and reviewed at appropriate intervals. A separate policy exists for PEEPs.
- Display Screen Equipment (DSE) assessment; the HR department issues a training course and workspace assessment to all staff who are classed as DSE users, the results of which are assessed by the H&S Officer. DSE training and assessments are completed every 2 years. Further DSE assessments for individuals will be made by the H&S Officer if deemed necessary or requested by staff.
- Pool safe operating procedure (PSOP); a comprehensive document detailing the safety measures and procedures in place for the School's swimming pool. This document is reviewed by the H&S Officer and the Specialist Sports Coach – Swimming and published annually in the Health & Safety shared area.
- Fire risk assessment; the Estates Manager and H&S Officer undertake this via an external agency every 3 years and review the document annually or following any significant changes.

- Noise assessments; facilitated by the H&S Officer and carried out in departments where noise exposure is a potential risk to staff and/or pupils. Further assessment will be made where there are any significant changes, for example, new machinery.
- COSHH assessments; completed for each chemical used by each department and reviewed annually by the departmental head.
- Individual risk assessments; normally completed by the H&S Officer for staff, and the School Nurse for pupils, following an injury or significant illness and reviewed at appropriate intervals.
- Maternity assessments for new and expectant mothers; carried out by the H&S Officer and reviewed at the necessary intervals. Maternity assessments are offered to all members of staff who are pregnant.

#### **4. Risk Assessment Format**

The School does not enforce a prescribed general risk assessment template; any template can be utilised providing the fundamentals are included.

The fundamentals of a general risk assessment are:

- Hazard identification- description of the hazard and how it can cause harm.
- Risk level calculation prior to control measures- the risk calculation (likelihood combined with severity of the outcome) before control measures have been implemented, which may be medium or high if the hazard is significant. A calculation matrix is normally used to define the risk level.

If the calculation suggests that the risk level is low, then control measures are not mandatory, but it is good practice to keep the hazard documented in the assessment.

- Control measures to reduce the risk level- actions that will be taken to reduce the existing risk level to an acceptable one, such as medium or low.
- Risk level following control measures- a secondary calculation of the risk level once control measures are in place. If the risk level is still high, the activity or process should not be carried out, however further guidance can be sought from the H&S Officer.

An example general risk assessment template and risk calculation matrix used by the H&S Department can be found in Appendix 1.

COSHH assessments have a standard template throughout the School, which can be accessed via the [Health & Safety shared area on Sharepoint](#).

Further guidance on completing risk assessments will be given by the H&S Officer when requested or required.

Useful information is also available on the HSE website via the following links:

[Controlling risks in the workplace](#)  
[Risk assessment templates and examples](#)

## Appendix 1

### HEALTH AND SAFETY RISK ASSESSMENT

Assessment Reference No.					Assessment Title					
Assessment Date										
Persons at Risk	Employees		Contractors		Pupils		Visitors		Other (specify)	

#### SECTION 1: Identify Hazards –

1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

#### SECTION 2: Risk Controls - *For each hazard identified in Section 1, complete Section 2.*

Hazard Reference	Potential Effect	Risk Rating Before Controls	Control Measures	Risk Rating After Controls

Name of Assessor(s)		Review Date	
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## RISK MATRIX

*If the perceived risk is '**high**' following control measures, the hazard should be removed altogether, e.g., lone working with high risk after control measures= worker not permitted to work alone at all.*

	Negligible	Minor	Moderate	Significant	Severe
Very Likely	Low Med	Medium	Med High	High	High
Likely	Low	Low Med	Medium	Med High	High
Possible	Low	Low Med	Medium	Med High	Med High
Unlikely	Low	Low Med	Low Med	Medium	Med High
Very Unlikely	Low	Low	Low Med	Medium	Medium

Policy reviewed by:	Ashley Moss, Health & Safety Officer
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