

# **Risk assessment policy**

## **Step by Step School**

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## 1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk assessments are conducted and reviewed on a regular basis by all staff.

## 2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under Regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment poses to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed

- [DfE guidance on the Prevent Duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

A table of all the risk assessments schools are required to have in place can be found in Appendix 1 of this policy.

### 3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them, based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working at height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the School Business Manager.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The school has a nominated Health and Safety Governor, who reviews risk assessments and checks practice. They provide regular feedback to the governing body.

### 4.2 Responsibilities in School

The headteacher, or in the headteacher's absence the School Business Manager, is responsible for ensuring that all risk assessments are completed and reviewed.

The Health and Safety of the site and monitoring of this is overseen by the School Business Manager.

### 4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required

- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the School Business Manager to any risks they find which need assessing
- Updating the weekly Health & Safety checklist on the school pod

#### 4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

#### 4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work and to complete our contractor checklist.

### 5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

**Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors.

**Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that all our pupils have special educational needs (SEN) as well as other vulnerable groups, such as expectant mothers. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

**Step 4: record significant findings** – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in Appendix 2 of this policy.

**Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

**Step 6: retaining risk assessments** – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

### 6. Monitoring arrangements

Risk assessments are written as needed and reviewed by Headteacher, SLT and Health & Safety Governor.

This policy will be reviewed by the Headteacher every 2 years and approved by the Governing Board.

## 7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Emergency Evacuation Plan
- Missing Child
- Safe Transportation
- Administration of Medicine
- COSHH
- Equipment Safety Policy
- Off Site Visits
- Safeguarding

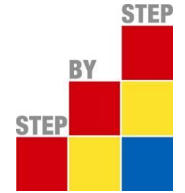
<b>Policy</b>	<b>Risk Assessment</b>
<b>Statutory Requirement</b>	<b>Yes</b>
<b>Approved</b>	<b>Nov 2019</b>
<b>Responsible Officer</b>	<b>CE</b>
<b>Responsible Governor</b>	<b>JM</b>
<b>Date of last review</b>	<b>New Policy</b>
<b>Frequency of Review</b>	<b>Every 2 years</b>

## Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			

## Appendix 2: Risk assessment template



### Risk Assessment

<b>Pupil:</b>		<b>Date:</b>	
<b>Carried out by:</b>			
Hazard	Control Measures	Risks with control measures	Review Date

Methodology:

Class Leader:  
Date:

Signature:

Risk Score	CONSEQUENCES
<b>High</b>	Death – Major Injury or irreparable loss or damage to property/equipment
<b>Medium</b>	Major Injury resulting in over 3 days absence or major loss or damage to property/equipment
<b>Low</b>	Minor Injury or minor loss or damage to property/equipment