

Winston House Preparatory School

Risk Assessment Policy

Risk assessment will be carried out in the school to determine the risks associated with working operations. The assessment is required to identify risks both to employees, pupils and to any other persons who may be affected.

Risk Assessments are updated annually and the responsibility for administering the completion of these lies with the Health & Safety officer.

C.O.S.H.H. regulations 1988 place a statutory duty on employees to make an assessment of the potential health risks to employees arising from work involving the use of hazardous substances.

C.O.S.H.H. also requires that except in very limited circumstances a written record must be maintained.

General assessments of risk are best carried out by staff in the curriculum areas concerned.

Risk Assessment Procedure

Introduction

It is a general legal requirement of the Management of Health & Safety at Work regulations (1999) to carry out risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, noise, machinery etc.

The following procedure should be adopted for general risk assessment of an area or a job/task. It is based on the HSE guidance "Five Steps to Risk Assessment".

Risk assessment should be undertaken systematically so as to ensure that all significant hazards and risks are identified and, where appropriate, controls are put in place to either eliminate the risk or reduce it "as far as reasonably practicable".

What is a Risk Assessment?

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

- 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 (e.g. loss of life, destruction of property)

- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

CONDUCTING RISK ASSESSMENTS

Assessments are conducted by the Head, or delegated to teachers, or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

The SLT formally assesses the school for potential risks once a year.

Risk Assessments are approved by the Head and kept in the relevant school office.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

Separate policies cover each of the areas mentioned above. However, risk assessments are also needed for many other areas, including grounds and class rooms.

Child Protection

The School's Child Protection Policy together with the suite of Safeguarding Policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. With this regime and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Access by Pupils and Supervision

The School has procedures in place for the proper supervision of pupils by staff in School and on visits that is understood by all members of staff.

(‘EDUCATIONAL VISITS POLICY’)

Generic Risk Assessments

The assessments require the risk to be evaluated before and after the suggested controls are in place. This will help identify the urgency of control measures and whether, following the introduction of controls, the risk can be reduced sufficiently. The following matrix may help to determine the risk rating.

Risk Matrix:

Severity Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

It is unlikely that all risks can be reduced to low levels. Table 1 will help you to determine action that needs to be taken.

Table 1:

Risk Rating	Action required	
	<u>Initial risk rating</u>	Residual risk rating
Very High (VH)	May only take place if good control measures can be implemented.	Must not take place. You will need to identify further controls to reduce the risk rating.
High (H)	May only take place if good control measures can be implemented.	Seek further advice
Medium (M)	If it is not possible to lower risk further, you will need to consider the risk against the benefit.	

Low (L)	No further action required.
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The completed generic assessments will be signed off by the Health and Safety officer completing the assessment and monitored by the Head. They will then need to be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Records

The assessments are recorded on the standard Risk Assessment Form and should be kept in a visible/accessible folder identified for this purpose in the work area in question. The form also acts as an improvement action plan and should be used for tracking implementation of control measures. The findings should be made known to the staff it affects and information/training must be given.

Review

A risk assessment must be reviewed if there is any significant change to the area/job/task or if there is any other reason to suspect it is no longer valid. Risk assessments should be reviewed after accidents/incidents involving the task assessed. In any event, it is good practice to review assessments regularly to ensure they are still accurate and controls remain in place. All members of staff are responsible for reporting any risks or defects to the Health and Safety Officer.

ACCIDENT REPORTING

The Health and Safety Officer is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the SLT with a view to assessing whether any measures need to be taken to prevent recurrence.

Date of Policy: March 2016

Date of Policy review: March 2017