

Risk Assessment Policy

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 organisation) 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 (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).

WHY HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement. Ofsted Inspectors will expect to see examples. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. It is not only a legal requirement, but also this school's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in the School on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

CONDUCTING A 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 Bursar formally assesses the school for potential risks once a year. The Health and Safety Committee also meets formally once a term, chaired by the Head. 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 Buttercup Primary 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
- Whole school settings including EYFS settings

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Separate policies cover each of the three areas mentioned above. However, risk assessments are also needed for many other areas, including:

- Science experiments
- Design and Technology
- Each sport and PE activity
- Art

Medical and First Aid

The person responsible for reporting accidents is the Bursar. The Accident Record is in the School Office, with subordinate records in each area.

The School keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

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. By extending this regime to Proprietors, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and cleaning: risk assessments and training are required for catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training are required and carried out as required relating to working at height, asbestos and contractors on site. Training covers safe working practices, health and safety notices and protective equipment.

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Policy documents

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.

Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the school.

REVIEW OF RISK ASSESSMENTS

All risk assessments are regularly reviewed; but the EYFS statutory framework requires schools which provide for this group to review and update their risk assessments annually. Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The School's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling. Buttercup Primary School maintains a "library" of risk assessments on the staff intranet for staff to refer to and adapt for their own use.

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. Specialist training is given to those whose work requires 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 Head, the Bursar and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

ACCIDENT REPORTING

The Bursar 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 school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

PROPRIETOR RESPONSIBILITIES

The Proprietors have assessed the major risks to which the school is exposed, in particular those related to the operations and finances of the school, and are satisfied that systems are in place to manage our exposure to the major risks.

Please read this policy in conjunction with and referring to;

- Fire Safety Policy and Fire Risk Assessment
- Outings Risk Assessment
- Health & Safety Policies

Date of Policy: March 2019

Date of Policy review: March 2020