

# **Staines Preparatory School**



## **Risk Assessment Policy**

**September 2024**

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### 1. Aims

The school aims to ensure that:

- o 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
- o Risk assessments are conducted and reviewed on a regular basis

### 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 [this bullet point is only for academies, including free schools, and independent schools, delete if not applicable]
- 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 pose 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
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment
- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable

### 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 from 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

### The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headmistress

The governing body 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 body 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 Headmistress

The headmistress or in the headmistress absence the Bursar is responsible for ensuring that all risk assessments are completed and reviewed.

### 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 headmistress to any risks they find which need assessing
- All staff receive training upon starting employment on risk assessment and are required to update this knowledge every 3 years thereafter

### 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.

### Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

## 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 some people will have special requirements, for instance pupils with special educational needs (SEN) and 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 the risks 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 3 years after the length of time they apply. Risk assessments are securely disposed of.

### **Areas Risk Assessed**

A non-exhaustive list of areas risk assessed is below. Additional risk assessment is carried out as and when required. All risk assessments can be found in RM Staff Data / Documents / Health & Safety / Risk Assessments. Signed copies of risk assessments are held by the Facilities Manager.

- CONTRACTORS
- ECA'S
- EVENTS
- FIRE
- FOREST SCHOOL
- CLASSROOM / GENERAL ROOMS / OFFICES
- HIGH RISK AREA'S
- MAINTENANCE
- MEDICAL
- NURSERY
- OUTSIDE AREA'S
- REGULATORY
- SCHOOL TRIPS
- SPORTS
- WELFARE
- WORKING AT HEIGHT
- FRIENDS
- ADDITIONAL MEDICAL
- NEW AND EXPECTANT MOTHERS
- ADDITIONAL - ONE OFF
- PEEPS

### **Procedure for Risk Assessment**

The main elements of Risk Assessment are:

- Identification of the operation or activity
- Identification of the hazards
- Assessment of the risk
- Identification of the persons at risk
- Determination of the necessary control or preventative measures
- Assessment of the residual risk
- Recording the assessment
- Communication of the assessment
- Reviewing the assessment

### ***Identification of the operation or activity***

The scope of the assessment must be clearly defined. It also should include the date of the activity (irregular activities like school trip for example).

### **Identification of the hazards**

A hazard is something with the potential to cause harm (physical injury or ill health). Hazards arise from activities, from the use of equipment or the use or production of hazardous substances. A list of key words useful in identification of hazards is provided in *Appendix 1*.

### **Assessment of the Risk**

Risk is comprised of two elements, the likelihood of harm occurring and the severity of that harm. In risk assessment, the likelihood of harm is the estimated frequency of the harm occurring and severity is the estimated seriousness of the potential to cause harm. A subjective estimate of both must be made. Opinions will vary and it is good practice for assessments to be undertaken by a group so that a consensus of opinion and an average of the estimates obtained.

Likelihood of harm occurring should be rated on a scale of 1 to 5

- 1 Unlikely (Unlikely to occur but not impossible)
- 2 Possible (Less likely to occur than not to occur)
- 3 Probable (The same chance of occurring and not occurring)
- 4 Likely (More likely to occur than not to occur)
- 5 Highly (Very likely though not necessarily certain to occur)

Hazard severity should be rated on a scale of 1 to 5.

- 1 Very Minor (Trivial effect or very minor first aid attention required)
- 2 Minor (Likely to require first aid or minor medical attention, short term effect)
- 3 Medical attention (Significant injury or condition, may result in lost time)
- 4 Hospitalisation (Serious injury or condition, may have long term effects)
- 5 Fatality

The factors for severity and likelihood are multiplied together to give the risk rating. This value will help evaluate the risk as to whether the risk is controlled to the required level.

A general rating of the level of risk can be made depending on the score achieved:

### **6. Monitoring arrangements**

Risk assessments are written as needed and reviewed by line managers and final sign off if applicable by Headmistress.

- General risk assessment of the buildings and grounds, as well as Facilities activities (COSHH, manual handling, noise) and access and egress for disabled (temporary or otherwise) are carried out by the Facilities Manager, in conjunction with affected staff and individuals. Classroom risk assessments, trips and visits, non-standard activities are completed by teachers, in conjunction with colleagues and Facilities Team
- School trips are not authorised until a risk assessment has been completed and signed off by the Department head, and Headmistress. Wherever possible the risk assessment will be completed by a member of staff who has knowledge of the trip, and associated risks. If this is unknown, staff will attend (where possible) to complete a recce of the site and if this is not possible, research and support will be sought from the organisation who own the site.

We operate a culture of ongoing and embedded risk assessment, which all staff participate in.

### **7. Links with other policies**

This risk assessment policy links to the following policies:

- Health and safety
- Welfare and First Aid
- Supporting pupils with medical conditions

| Likelihood of risk scale | Severity of Injuries scale | Risk Rating (Severity x Likelihood) |
|--------------------------|----------------------------|-------------------------------------|
| 1 – Unlikely             | 1 – Very minor             |                                     |
| 2 – Possible             | 2 – Minor / First Aid      | 0-6 = Low risk                      |
| 3 – Probable             | 3 – Medical attention      | 7-11 = Medium risk                  |
| 4 – Likely               | 4 – Hospitalisation        | 12+ = High risk                     |
| 5 – Highly               | 5 – Fatality               |                                     |

The risk rating enables decisions to be taken on the amount of effort to be expended on the control of a risk, but any hazard that is certain or very likely to cause injury must be attended to and the risk reduced even if the severity is low.

All risks must be controlled so far as is reasonably practicable. The term reasonably practicable is interpreted as the balance between the risk, and the cost and difficulty or inconvenience involved in controlling it. Generic copy of the pro-forma can be found in the *Appendix 2*.

*Identification of the Persons at Risk*

When undertaking a risk assessment, all persons who are at risk of being harmed should be identified. This may not only include those carrying out the task but other persons in the vicinity including other staff, pupils, visitors, contractors, members of the public and trespassers. The number of persons at risk should be taken into consideration.

The risk assessment should also take into account, where necessary, other risk factors such as age, gender, health, young persons, and children, those with impairments or disabilities and new or expectant mothers.

***Determination of the Necessary Control and Preventative Measures***

Management must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Where appropriate and as far as is reasonably practicable, the hierarchy of risk control measures listed below should each be considered and applied in the order given. In many cases a suitable combination of control methods may be necessary.

- Elimination of hazard
- Substitution with lower hazard or risk
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Supervision (especially relevant for school trips)
- Training
- Information/Instruction
- Personal Protective Equipment

***Assessment of the Residual Risk***

The risk to health and safety of a task should be assessed with all the necessary control measures in place to establish the net or residual risk. The risk should be reduced to Low or to as Low as Reasonably Practicable (often referred to as ALARP). If the risk is not Low or as Low as Reasonably Practicable, consideration should be given to additional control measures to reduce the risk further.

Once the risk has been reduced to as Low as Reasonably Practicable, any remaining risk should be highlighted in the assessment so that it can be communicated to those affected or responsible for implementing any of the control measures.

### ***Recording the Assessment***

The risk assessment must be recorded (electronic methods are acceptable). All significant details and findings must be included though reference may be made to other documents such as procedures rather than reproducing them in full. The hard copy of the risk assessment must be signed by the person performing the risk assessment and approved by the relevant manager. Where a risk assessment directly affects an individual (e.g. use of equipment or a trip) they must read and sign the risk assessment.

### ***Communication of the Assessment***

The information contained within the assessment must be communicated with those staff and pupils who may be affected by the work/activity. For assurance purposes it is good practice to keep a record of when and how the assessments have been communicated.

Information about the risks may also need to be communicated to other people e.g. to members of the public through signage and other staff or auditors who will require access to the information from time to time.

### ***Reviewing the Assessment***

Risk assessment should be seen as a continual process. Risk assessments must be reviewed and kept up to date to take account of changes in processes and work methods, new staff or changes to other activities or hazards.

Risk assessments will be reviewed:

- (a) when there are changes to the activity
- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

### ***Training***

Anyone undertaking a risk assessment must have received appropriate training and have sufficient knowledge and understanding of the assessment process. An e-learning package is in place for staff which is completed as part of the induction process, with support from the Facilities Manager and Middle and Senior Leaders. Input is often required from others during the risk assessment process.

Appendix 3 is used as a tool for creating the risk assessments for curriculum activities.

### ***Record Keeping***

Records of risk assessments are kept for a minimum of seven years.

### ***Monitoring/Audit***

School's management should monitor the compliance of this policy and take appropriate action where necessary. Records of risk assessment, instruction and training, maintenance events etc. are available for audit by internal/external auditors.

## Appendix 1

### Hazard List

|  |   |
|--|---|
| <p><b>1. Access</b><br/>Slips, trips and falls<br/>Falling or moving objects<br/>Obstructions or projections<br/>Confined spaces</p> <p><b>2. Handling &amp; Lifting</b></p> <p><b>3. Fire &amp; Explosion</b></p> <p><b>4. Electricity</b></p> <p><b>5. Workplace Factors</b><br/>Noise Vibration Light<br/>Humidity Ventilation<br/>Temperature<br/>Pressure/Vacuum</p> <p><b>6. Transport</b></p> <p><b>7. Mechanical</b><br/>Entanglement<br/>Friction/abrasion Cutting<br/>Shearing<br/>Stabbing/puncturing Impact<br/>Crushing/trapping Ejection</p> | <p><b>8. Chemical Toxic</b><br/>Irritant Sensitising<br/>Flammable<br/>Corrosive Explosive<br/>Carcinogenic</p> <p><b>9. Particles and Dust</b><br/>Inhalation Ingestion<br/>Abrasion of skin or eye</p> <p><b>10. Biological</b><br/>Bacterial Viral<br/>Fungal</p> <p><b>11. Radiation</b><br/>Ionising Non-ionising</p> <p><b>12. Organisational</b><br/>Poor maintenance<br/>Lack of supervision<br/>Lack of training<br/>Lack of information<br/>Unsafe systems<br/>Unsuitable equipment</p> <p><b>13. Individual</b><br/>Not suited to work<br/>High work rate<br/>Unsafe behaviour</p> |
|--|---|



Appendix 2



STAINES PREPARATORY SCHOOL

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>SK ASSESSMENT FOR:</b> |                                   |
| <b>ASSESSMENT BY:</b>     | <b>DATE:</b> <input type="text"/> |
| <b>REVIEW DATE:</b>       |                                   |

| Likelihood of risk scale | Severity of Injuries scale | Risk Rating<br>(Severity x Likelihood) |
|--------------------------|----------------------------|--|
| 1 – Unlikely             | 1 – Very minor             |  |
| 2 – Possible             | 2 – Minor / First Aid      | 0-6 = Low risk                         |
| 3 – Probable             | 3 – Medical attention      | 7-11 = Medium risk                     |
| 4 – Likely               | 4 – Hospitalisation        | 12+ = High risk                        |
| 5 – Highly               | 5 – Fatality               |  |

Ratios:  
First Aiders:

| Hazard  | Consequence of Hazard   | Those at Risk                               | Existing Control Measures  | Likelihood            | Severity              | Risk                   | Assessment               | Action / Additional Control Measures   |
|---|---|---|--|-----------------------|-----------------------|------------------------|--------------------------|--|
| <i>For example: uneven surface, deep water, sharp edge, unfamiliar surroundings, noise, etc</i> | <i>For example: physical injury, drowning, stress, choking, overheat, child goes missing, etc</i> | <i>For example: pupils, staff, visitors</i> | <i>For example: visual inspection before the activity, staff briefing, training, head count, etc</i> | <i>For example: 5</i> | <i>For example: 3</i> | <i>For example: 15</i> | <i>For example: High</i> | <i>For example: extra member of staff is required, remove broken piece of furniture, report to the manager, etc.</i> |
|   |   |   |  |                       |                       |                        |                          |  |
|   |   |   |  |                       |                       |                        |                          |  |
|   |   |   |  |                       |                       |                        |                          |  |

|             |                  |             |
|-------------|------------------|-------------|
| <b>NAME</b> | <b>SIGNATURE</b> | <b>DATE</b> |
|             |                  |             |

## Appendix 3

# MANAGING RISK IN THE CURRICULUM

