

NP10.9 Risk Assessment Policy

This policy applies to the whole school including EYFS at Newton Prep

Executive Summary

All members of staff have a responsibility for Health and Safety and should have an active approach to help the School manage risk. Members of staff are to ensure that they follow risk assessments, and all safe methods and procedures for the work they are involved in.

Therefore you must ensure:

- you review the risk assessment for the activity you are involved in.
- you review the risk assessment if the context changes.
- you implement the identified control measures to control risk so far as reasonably practicable.
- those affected by school activities have received suitable information on what to do.

If in doubt, ask to see the risk assessment.

The School takes a systematic approach to managing risk and conducting risk assessments to promote children's welfare. The School ensures that it takes all reasonable steps to ensure staff and children in its care are not exposed to risks and can demonstrate how they are managing risks. The School determines where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how it is managing risks if asked by parents and / or carers. Risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

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1. Scope

1.1 Risk Management and Risk Assessment Policy support child protection and safeguarding.

1.2 This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Education (Independent School Standards) Regulations 2014 (ISSRs) and Early Years Foundations Stage.

2. Objectives

2.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting and safeguarding children's welfare.

2.2 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk (including school trips).

2.3 That identified control measures are implemented to reduce and control risk so far as reasonably practicable.

2.4 To reduce the likelihood of harm through negligence, lack of foresight and improper planning by being pro-active in reducing risk, looking forward at plausible risks and planning properly.

2.5 That those affected by school activities have received suitable information on what to do and what not to do.

2.6 That risk assessments are recorded and reviewed regularly and when appropriate in the interim between regular reviews.

2.7 To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

3. Guidance

3.1 The Head, Bursar and Proprietor are responsible for the overarching risk management policy of the School. The overall strategy will be formally reviewed on an annual basis.

3.2 The Head, SLT, Bursar, Trips & Visits Coordinator, Heads of Department, Heads of Year, Line Managers and the Facilities Manager will be responsible for the implementation of this policy.

3.3 This guidance is applicable to general risk assessment. It is important to be aware of individual limitations in terms of knowledge and competence when completing risk assessments. If further support is required you should contact the Facilities Manager or the Bursar.

3.4 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by those responsible for implementing this policy.

3.5 A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science. 3.6 Risk assessment process is:

1. Identify the hazards - a hazard is something with the potential to cause harm
2. Identify the people who might be harmed and how they might be harmed
3. Evaluate the risk - the likelihood of the hazard causing harm; decide on precautions
4. Record the significant findings
5. Review and update the risk assessment as necessary

3.6 **Identify the hazards.** Staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area
- Referring to available guidance and information about best practice
- Looking at accident and ill-health records
- Checking manufacturers' instructions or data sheets
- Asking staff for their views

3.7 **Identify who might be harmed and how.** For each hazard the groups of people who might be harmed and how they might be harmed must be identified. The groups of people to considered include:

- Pupils
- Staff
- Pupils or staff with particular requirements (eg young and new workers, people with disabilities)
- Cleaners, visitors, contractors who may not be in the workplace all the time
- Members of the public

3.8 **Evaluate the risks and decide on precautions to control the risks..** The severity of the risk must be rated on a scale of 1 (scratch/minor complaint) to 5 (death/major incident). The likelihood of the risk causing harm should then be rated on a scale of 1 (very unlikely) to 5 (very likely). The template will then multiply the two ratings together to produce an overall evaluation between 1 and 25.

- Rating greater than 17 means that the activity should not take place.
- Ratings 5-16 mean that controls are necessary for the activity to go ahead
- Ratings below 5 mean that common sense will alleviate the risk

When controlling risks the following principles should be applied, where possible in order:

- Eliminate the hazard altogether
- Substitute with something less hazardous or risky
- Prevent access to the hazard
- Organise work to reduce exposure to the hazard (eg barriers or guards)

- Create safe methods of work
- Issue PPE
- Provide suitable information, instruction or training
- Ensure appropriate supervision

3.9 **Recording Risk Assessments.** The standard risk assessment template in Appendix 1 should be used for school activities. In certain complex cases (eg fire risk assessment) there are industry standard documents which are in a different format.

3.10 **Review.** Risk assessments will be reviewed:

- when there are changes to the activity
- when the context changes
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason at the start of each academic year

3.11 The Head, SLT, Bursar, Heads of Department, Heads of Year, Line Managers and the Facilities Manager will be responsible for the maintenance of risk assessment records for their respective areas of responsibility and ensure they are held on the shared drive (S:\School Resources\Health & Safety\H&S Risk Assessments).

3.12 A list of areas and activities (non-exhaustive) which require risk assessment is included at Appendix 2. A list of risky areas of school buildings and grounds which do not require specific risk assessments is at Appendix 3.

4. School Visits

4.1 Planning for school visits and trips must be completed in accordance with the Educational Trips Policy.

4.2 The school has a Risk Assessment pro-forma for trips, which Trip Leaders complete electronically by responding to questions and describing steps to be taken to mitigate risk. On receiving the Trip Pack, it is important that this is completed before its submission to the Deputy Heads and Bursar. Previous risk assessment and Trip Evaluation forms should be used as a reference point for completing new ones. When assessing the potential risks of a trip the group leader needs to:

- Identify the potential hazards of the place being visited.
- List the groups of people that are especially at risk from the significant hazards.
- List existing controls or notify where the information may be found.
- Consider 'what if' scenarios.
- Carry out continual monitoring of hazards throughout the trip
- Consider all individual needs of the children, including those with special needs, learning needs and those with disabilities.
- Consider how to ensure that the school's Prevent duty is upheld during the trip.

4.3 A written risk assessment should record significant findings. For all formal day and residential trips, a risk assessment must be completed.

4.4 Professionally operated licensed activity centres and tour operators specialising in school trips will conduct their own Risk Assessments. The Group Leader must ask for copies of these at the planning stage. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the trip, specifically when under school supervision before, between or after supervised activities. It is the responsibility of the Trip Leader to ensure that all areas have been assessed for risk.

4.5 When planning an activity that will involve such activities as caving, climbing, trekking, skiing or water sports, the trip leader must check that the provider holds a license as required by the Adventure Activities Licensing Regulations 2004.

5. EYFS

5.1 A risk assessment must be completed of outdoor spaces and the classroom of EYFS children. This risk assessment will be reviewed at least once a year or more frequently when the need arises.

5.2 The risk assessment must identify aspects of the environment that need to be checked on a regular basis and a record of these aspects and when and by whom they have been checked must be kept. The regularity of these checks will be determined according to the assessment of the significance of individual risks.

6. Specialist Advice

6.1 For certain areas specialist skills are required, eg asbestos, fire, water quality and hazardous substances and these risk assessments will be managed by the Facilities Manager and the Bursar.

7. Monitoring and Evaluation

7.1 The Facilities Manager, in his role as the School's Health & Safety Advisor, through the Bursar will be responsible for ensuring that this policy is monitored and evaluated through the School. This will be undertaken through reports from the school consultants on H&S and Fire, reports received from SLT and other staff. The policy will be reviewed biennially or as necessary following a change in regulation.

Accessing the Policy: This policy is also available in various formats to allow everyone to access it e.g. hard copy, enlarged print version, braille etc. Please contact the Bursar to request a copy of this policy in an alternative form.

Review and Update Process

Last update	December 2023
Next update	October 2024

Appendices

Appendix 1 - Risk Assessment Template

Newton Prep Risk Assessment						
Details of the Risk Assessment:						
Task or Activity:						
Risk Manager:						
Date of review:						
Date of next review:						
Identification of the risk:						
	Hazard / Risk Identified	Persons at Risk	Severity	Likelihood	Overall Risk Level	
Top Three Risks	Dropping on foot	Pupils	2 First Aid / Major Complaint	3 Possible	6	Adequate, some planning is required
Other Risks						
	Enter a short description of the risk					
Severity of Risk: If something goes wrong the normal impact is: 1 - Minor scratch / Minor injury / Minor hospitalisation / Use of emergency services 2 - Injury: first aid / Substantial complaint 3 - Injury: A&E / Urgent SLT involvement 4 - Urgent hospitalisation / Use of emergency services 5 - Death / Major incident						
The chance of the risk actually occurring is: 1 - Very unlikely (e.g. probably never happen) 2 - Unlikely (e.g. once in 5 years) 3 - Possible (e.g. once a year) 4 - Likely (e.g. once a term) 5 - Very likely (e.g. might happen any day)						

Management of the risk:				
	Hazard / Risk Identified	Risk Level	Measures Required	Control Measures
Top Three Risks	Dropping on foot	6 Adequate	Basic detail: One or two controls	Warning Ch
Other Risks (& continuation of Top 3, if required)				

Additional notes:

Risk Assessment sign-off:			
Signoff / authorisation	Name:	Date:	Initials / Signature:
Risk Manager			
Bursar / H&S Manager Reviewed			

Key staff distribution - sign when read and understood			
I confirm that I have: - Read and understood the information contained in the above risk assessment; - Will implement the controls and follow the guidance; - Will ask for more information from my manager if I have any questions, or do not understand anything, - Will advise the Bursar if I identify any new risks, or risks that are not adequately controlled.			
Name:	Role / Involvement:	Date:	Initials / Signature:

Appendix 2 - Areas Requiring Risk Assessment (Non-exhaustive)

Educational

- science experiments
- sport and PE activity
- adventurous activities
- art
- music
- drama & dance
- general classroom
- school trips, including safeguarding risks either from staff or from members of the general public
- school visits by third party providers for educational purposes (including visiting speakers)
- school events (e.g. PTA Fairs)
- external school activities (e.g. sports fixtures, prize giving, carol service)

Health & Safety

- Maternity / expectant mother (risk assessment is to be retained on the relevant 'P' file)
- personal emergency evacuation plans (PEEPs)
- catering
- cleaning
- caretaking and security
- maintenance
- grounds (e.g. school garden)
- offices
- equipment (e.g. lift, ramps, defibrillators)
- 3rd party lettings

Appendix 3 - List of Risky Areas of School Buildings and Grounds

- Staff gymnasium – Swipe door and chained door onto balcony
- Roof – Access points locked
- Windows – to be correctly fitted and secured
- Facilities workplace – Gates to be locked when unmanned
- Kitchen – No child allowed behind the serving area and kitchen to be locked when not manned
- Bin area – To be gated and locked
- Gates / reception – Opened only when staff are present to control access