



ST MARGARET'S

SCHOOL

Risk Assessment Process
and Policy

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Risk Assessment Process & Policy Review:

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Objective

This policy is applicable to those with responsibility for developing/implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage.

Risk management is a step-by-step process for controlling health and safety risks caused by hazards in the workplace. They are useful tools which help us to prevent accidents and ill-health.

Risk Assessments Are Used To:

Identify Hazards

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

Assess the Risks

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

Control the Risks

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

Record Findings

To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools

Review and Monitor Control Measures

That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

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

Guidance

The Director of Estates / Heads of Departments will be responsible for the implementation of this policy.

This guidance provides general risk assessment advice. Where specific hazards exist (such as asbestos, fire, water quality and hazardous substances), separate policy guidance is in place. Teaching area risk assessment checklists are also in place for guidance.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on a biennial basis during a pre-term INSET session. Risk assessment training will be provided on specific areas where identified by the Director of Estates.

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 and Design & Technology.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

Risk Assessment Process

Above all, our records of the assessment will be simple and focused on controls. The outcomes will explain what is required to be done and help staff with planning and monitoring hazards and risk.

What could go wrong

Identify all the hazards associated with your 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 others for their views.

Who might be harmed

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

- pupils
- staff with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers
- cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time
- members of the public, service users
- shared workplaces – how the work affects others and the risks to staff from those who share the workplace

How likely is it to go wrong / how serious would it be if it did / what are you going to do to stop it?

For each hazard identified the level of risk must be evaluated. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established you must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

Check that your plans are working.

The Director of Estates / Heads of Departments will be responsible for the maintenance of risk assessment records.

Risk assessments will be reviewed:

- when there are changes to the activity
- 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

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

Record Keeping

The School will only keep current and the immediately previous risk assessments.

Appendix 1: Risk Assessment Template

Risk Assessment For:		
Establishment: St Margaret's School	Assessment by:	Date:
1st Review Date Due:	Manager Approval:	Date:

Hazard / Risk	Who is at risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures <i>Y/N/NA</i>	
				In place	Adequate

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Appendix 2: Areas Requiring Risk Assessment (non-exhaustive)

Educational

- General classroom
- Supervision throughout the school day
- Science experiments
- Food Technology
- Sport, PE & Sports Centre activity
- Duke of Edinburgh award
- Art
- Music
- Drama & Dance
- Design And Technology

All Trips

- Residential
- Visits
- Home
- Abroad

Support

- Catering
- Cleaning
- Maintenance
- Grounds
- Vehicular Movement
- Risky Areas



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