

ST MARGARET'S  
SCHOOL

# Risk Assessment Process & Policy

Review Date	January 2024
Reviewed By	Mark Dixon
Next Review Date	January 2025
Approval Date	February 2024
Committee Owner	FE&GP

## Contents

Objective.....	2
Guidance.....	2
Record Keeping.....	4
Appendix 1: Risk Assessment Template.....	5
Appendix 2: Areas Requiring Risk Assessment (non-exhaustive).....	7

## **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 and Operations / Head of Department.

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

<b>Risk Assessment For:</b>		
<b>Establishment:</b> St Margaret’s School	<b>Assessment by:</b>	<b>Date:</b>
<b>1st Review Date Due:</b>	<b>Manager Approval:</b>	<b>Date:</b>

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
<b>VERY HIGH (VH)</b> 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.
<b>HIGH (H)</b> 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
<b>MEDIUM (M)</b> 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.
<b>LOW (L)</b> 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