



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

RISK ASSESSMENT POLICY

Date Reviewed: October 2021
Next Review Date: October 2022
Reviewed by: Bursar, SLT & Head

Risk Assessment Policy

1. Introduction

A Risk Assessment is an important tool in protecting staff and children, by analysing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm. It helps to focus on the risks that really matter both in school and when carrying out educational trips or visits – the ones with the potential to cause real harm. In many instances, straightforward measures can be effective in controlling risks. This policy should be read in conjunction with the Trips & Visits Policy which outlines Risk Assessment procedures for Educational Visits and Residential Trips.

2. Aims and Objectives

To ensure that all staff understand the process of risk assessment and how it can be integrated into effective management practices.

3. The Arrangements for Applying the Policy

Staff will ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area(s) of responsibility.

Examples of when a Risk Assessment might be required:

1. Annual Review of Normal Work Activity, taking into account anything that has changed in the year. (see Appendix for current list of required Risk Assessments)
2. Annual review of Workplace environment. (See Appendix for list of expected Assessments)
3. Public Health Crisis such as Pandemics
4. New Activity in the work environment, e.g. new subject taught or new element of the curriculum
5. New Club being organised for After School
6. Visitor to the school for Presentation or Activity/Demonstration
7. Major school events held on site, e.g. Summer Fayre, School Plays, Music Concerts.
8. Trip offsite (assess travel arrangements as well as activities at destination)
9. Significant new Classroom Equipment for use by staff or pupils
10. Pupil Medical Needs
11. Injury to Staff/Pupil causing reduced mobility in school
12. Pregnancy for member of Staff causing workplace consideration/restrictions
13. Recruitment related issues, such as an employee commencing work before all Safeguarding checks are complete
14. Safeguarding issues related to a pupil

Staff must plan in advance and complete Risk Assessments and develop action plans to mitigate any risks identified. They must send the completed assessments to the Head or Bursar for review prior to the activity commencing. Finally they should communicate how the risks should be managed to any others affected or participating in the activity/event.

Staff should seek advice from the Head or Bursar if unsure of the process or outcomes of a Risk Assessment

4. Procedure

Stages of Risk Assessment

Using the Risk Assessment template (see Appendix 2 or Shared/Risk Assessments/Risk Assessment Template 2021) staff need to follow the approach below to complete:

a) Identify the hazards

All 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;
- Obtaining a list of activities from an external visitor or activity location
- 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.

b) Decide who might be harmed and how

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

Staff with particular requirements e.g. new employees, people with disabilities or medical conditions, new or expectant mothers;

Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time;

Visitors, parents, pupils; and

Other people who may share the same workspace.

c) Evaluate/assess the risks and decide on the precautions to control the risks

Evaluating/Assessing the risk

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. Using the scoring mechanism detailed on the Risk Assessment form, assess the Risk Rating (Low, medium etc.) and then consider what control measures are already in place and what actions are already being taken to reduce the risk, and consider whether these are suitable and sufficient and whether further control measures are required.

Controlling the Risk

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

- Eliminate the hazard altogether;
- Substitution by something less hazardous or risk;
- Prevent access to the hazard e.g. by guarding
- Organise physical barriers to reduce exposure to the hazard
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear, goggles etc.

- Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- Provide suitable information, instruction and training
- Ensure appropriate supervision.

If the risk cannot be controlled to a satisfactory level by any of these measures, the activity should not go ahead.

d) Send completed Risk Assessments to the Deputy Head and Bursar for Review, filing the original on Shared/Risk Assessments/Risk Assessments 2020-2021

Dynamic Risk Assessment

On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has been taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

e) Review

The completed Risk Assessment should be sent to the Head & Bursar who should review it to ensure all reasonable precautions have been completed and approve the activity / event

Completed Risk Assessments should be filed on the shared drive: Risk Assessments (in the appropriate year folder)

Additionally, the Head and Bursar should review completed Risk Assessments:

- At regular intervals not exceeding one year
- Following a significant change and/or
- If there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred.

The risk assessment must remain up to date and valid and available at 'point of use' but once a risk assessment is obsolete it must be archived for a minimum of 5 years.

Risk Assessments will be reviewed each term by the Governors Compliance Sub-Committee.

5. Monitoring

Staff responsible for the planning, co-ordination and monitoring of risk assessments shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained.

Employees shall report any defects in control measures, personal protective equipment, etc. immediately to their manager.

6. Specialist Advice

Staff will be advised on Induction as to the requirements of the Risk Assessment Policy and the process to follow, thereafter staff will be reminded annually of the requirements. It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. If further support is required managers should contact the Head or the Bursar in the first instance.

7. Legislative Framework

- The Health and Safety at Work Act
- Management of Health and Safety at Work Regulations

8. Further advice and Information

Health and Safety Executive (HSE): www.hse.gov.uk/

9. Glossary of Terms

Risk Assessment

A careful examination of what, in the course of an employees work, could cause harm to people so that a decision can be made as to whether there are enough precautions in place or more should be done to prevent harm.

Hazard

Anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

Risk

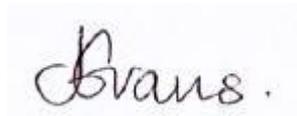
The chance that somebody could be harmed by the hazard.

Harm

The actual injury or ill-health suffered by those exposed to the hazard?

Dynamic Risk Assessments_

A risk assessment which takes place during work in progress as a need arises ("on the spot"). In these circumstances a previously prepared risk assessment may not be in place as the situation has not been previously foreseeable. Once the dynamic risk assessment has been taken place, a formal written risk assessment must be made of this as soon as is reasonably practicable after the event.



Judith Evans
Chair of Governors
October 2021



Tim Roads
Bursar
October 2021

To be reviewed October 2022

Appendix 1 – Risk Assessments Required

The following need to be updated annually and filed on: Shared Drive/Risk Assessments/Year

- Estates:
 - COVID-19
 - Fire – the Bursar
 - Legionella - the Bursar/Caretaker
 - All rooms, corridors and exits – Designated staff/the Bursar/Caretakers
 - Cleaning and Control of Substances Hazardous to Health (COSHH) procedures) – Bursar/Caretakers
 - Grounds maintenance (including use of pesticides and COSHH) - the Caretakers.
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Bursar/Caretakers.
 - Asbestos Register- the Bursar/Caretakers.

- Curriculum - Ensuring that up to date risk assessments are maintained for teaching in the following areas:
 - Science (including COSHH and flammable materials) – Head of Science
 - All outdoor games – Head of PE
 - Swimming – Head of PE
 - Gymnastics – Head of PE
 - Art (including COSHH and flammable materials) – Head of Art
 - Music – Deputy Head
 - All outdoor lessons -Deputy Head
 - All visits and trips – Trips Co-Ordinator (completed for each trip at the Planning stage)
 - Workshop/Display/Performance Visitors to the School
 - All Clubs Activities

Appendix 2:

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|----------------------------------------------------|-------------------------------------|-------------------------|---------------------------|------------------------------------|-------------------------------------------------------------|------------------------|
| RISK ASSESSMENT ACTIVITY/AREA: | | | | | | |
| DATE: | | | | | | |
| What are the hazards? | Who might be harmed and how? | Severity (H/M/L) | Likelihood (H/M/L) | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? |
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| REVIEWED BY: (Headteacher/Bursar) | | | | | | |
| DATE: | | | | | | |