



*Nancy Reuben Primary School*

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# **RISK ASSESSMENT POLICY**

**OCTOBER 2017**

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### 1) PURPOSE OF THE POLICY

It is not only a legal requirement, but also Nancy Reuben Primary School's (NRPS) belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, and our buildings, our grounds, in our daily routine and at all school events.

### 2) WHAT IS A RISK ASSESSMENT

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- **A hazard** is something with the potential to cause harm.
- **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
- **A risk assessment** is the resulting assessment of the severity of the outcome.
- **Risk control measures** are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, fire practices, and insurance).

### 3) RESPONSIBLE PERSONS

Risk Assessments are conducted by the Headteacher, The School Business Manager, the Caretaker or delegated to teachers. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented. The risk assessment should be shared with all staff and voluntary helpers as appropriate.

Risk assessments should be obtained and utilized from individuals, groups and organizations who are on site and relevant information about pupils should be shared with them, as appropriate, to ensure safety and welfare.

### 4) RISK ASSESSMENTS

There are two main types of risk assessment, generic and specific.

**Generic risk assessments** should be completed for hazards or activities that are common throughout the school.

**Specific assessments** should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate.

The essential steps that are taken in order to comply with this policy are:-

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being

#### 5) WHO MIGHT BE AFFECTED

Consider pupils, students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents, or when beyond the School; members of the public.

#### 6) RISK EVALUATION

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

#### 7) RISK CONTROL

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:-

- **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood or risk?
- **Substitute or replace the hazard**
- **Procedural controls** – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- **Child management** – make sure that the staff are aware of each child's needs.
- **Setting management** – such as the monitoring of exits and entrances.
- **Additional equipment/staff** – can a lifting device or an additional person be utilized to avoid or reduce the risk?
- **Personal Protective Equipment** – consider the value of using such things as gloves, over garments.
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire.

The Headteacher monitors the control measures instigated to ensure that they are effective and implemented correctly.

## **8) RISK ASSESSMENTS FOR TAKING PUPILS OFFSITE**

Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place the activity must be authorised and the form signed by the Headteacher.

## **9) SPECIALIST RISK ASSESSMENT**

The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Electrical safety
- Playground Equipment

## **10) REVIEWS**

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

## **11) RESPONSIBILITIES OF ALL STAFF**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Staff complete a Health & Safety Checklist upon induction. Specialist training is given to those whose work required it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher or School Business Manager.

## **12) ROLLING TERMLY SURVEY**

Rolling Risk Assessments are carried out on the inside and outside of the premises every term by the School Business Manager and reported to the Headteacher and Site Governor.

Accompanying policies:

- Health & Safety Policy
- Fire Evacuation and Invacuation Procedures
- Educational Visits Policy

Drafted on 17<sup>th</sup> October 2017 by Katrina Bradley

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