



Risk Assessment Policy

2023/2024

Nourishing the Human Potential



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The purpose of this policy is to ensure that risks to health and safety are controlled wherever possible through the use of risk assessments. These should be reviewed on a regular basis and cover all identified risks to our pupils, our staff, our buildings and our grounds, in our daily routine and at all school events.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people 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 minimize the consequences of identified risk (e.g. staff training, clear work procedures, smoke/heat detectors, fire alarms, gas and electrical shut down points and insurance).

Risk Assessments are conducted by the Campus Manager or the DSL, as well as all teachers taking pupils on a trip. The risk assessment and associated control measures should be shared with all staff and voluntary helpers as appropriate to the activity or situation.

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 risk assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. In some cases, risk assessments for individual pupils may be established, as appropriate, and shared with staff and parents/guardians as appropriate. These might include safeguarding risks, such as dangers posed by other pupils and the risk of pupil-on-pupil abuse, including sexting.'

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 risk control measures are adequate.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks 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?



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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 need 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.

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

The steps to controlling the risks are as follows:

- Avoid the hazard – whether the hazard can be avoided or altered to reduce the likelihood or risk
- Substitute or replace the hazard
- Procedural controls – whether the procedure can be altered to avoid or reduce the risk, the individual be removed/distanced from the risk or 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 – considering if an additional person can be utilised to avoid or reduce the risk
- Personal Protective Equipment – consider the value of using such things as gloves, safety goggles etc.
- Emergency procedures – have contingencies in the event of emergencies, i.e. drills

The DSL will monitor the control measures to ensure that they are effective and implemented correctly.

Staff responsible for taking children off site must carry out a risk assessment. Before it can take place, the activity must be authorised.

Specialist training is given to those whose work requires 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 DSL. Finally, all members of staff are responsible for reporting any risks or defects to the Campus Manager or DSL.