

## **A10/E3: RISK ASSESSMENT POLICY**

**This Policy includes the Early Years Foundation Stage and Breakfast, Tea Time and Holiday Clubs.**

### *Aims of the Policy*

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout Stretton School. This policy has particular regard for ensuring that the welfare of pupils at the school is safeguarded and promoted at all times and that appropriate action is taken to reduce risks and potential risks which are identified.

The staff at Stretton School are fully committed to promoting the safety and welfare of everyone at school. The highest priority lies in ensuring that all activities within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. The school needs to identify them and adopt systems for minimising them. Children need to be educated into how to cope safely with risk.

The purpose of risk assessment is to identify hazards and evaluate any associated risks. These include such areas as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety

- Site Security
- School Trips
- Critical incidents

Risk assessments do not have to be complicated. The level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place, following best practice and relevant industry standards where applicable. Risk assessments can also assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for the activity. In addition, some topic specific risk assessments are required by legislation for example those concerning fire safety, pupil supervision, school trips, substances hazardous to health, provision and use of work equipment, asbestos, and security assessments. This list is in no way exhaustive. Where relevant these risk assessments will be completed using industry standard assessment templates or guidelines.

All other risk assessments should be completed using the school's Risk Assessment form.

Staff are responsible for assisting with and participating in the process of risk assessment. Managers and Class Teachers are responsible for undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to staff and others as appropriate. The Headmistress is responsible for allocating resources in response to risk assessments completed and determining a

course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable. The Headmistress will also ensure that those who are tasked with completing risk assessments within classes are suitably trained to do so.

For the purpose of this policy the following definitions apply:

Hazard:	Something with the potential to cause harm
Hazardous Outcome:	A description of how someone could be hurt or damage could occur as a result of interacting with the hazard
Risk Rating:	The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
Control Measures:	Method used to reduce or control risks arising from identified hazards
Residual Risk:	The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

### *Legal aspects of Risk Assessment*

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

The risk assessment shall be 'suitable and sufficient' and cover both staff and non-employees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc). The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones
- Identify and prioritise the measures required to comply with any relevant statutory provisions
- Remain appropriate to the nature of the work and valid over a reasonable period of time
- Identify the risk arising from or in connection with the hazard and the likelihood of harm.

The detail should be proportionate to the risk. The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

Stretton School has a responsibility to ensure that the risk posed to staff, pupils, property, contractors and the public are reduced, so far as reasonably practicable.

Risk assessment is a subjective but logical process which can be broken down into 5 steps:

- Step 1 Identify the hazard
- Step 2 Decide who or what might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record significant findings and implement them
- Step 5 Review the assessment and update if necessary

When conducting a risk assessment, staff should adopt a team approach to risk assessment whenever possible and involve staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out.)

### *Types of Risk Assessment*

All significant risks will be assessed. Although the principles of assessment remain the same their application can differ. There are 3 recognised methods of assessment:

- 1 Formal – A written method of evaluating the risk of harm (as described above).
- 2 Generic – An evaluation of risk that can be applied to common tasks. In unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and/or in use) staff may be required to use a dynamic risk assessment.

- 3 Dynamic – A mental assessment of risk for use when any delay would increase the risk from harm.

### *Training*

Stretton School will provide appropriate risk assessment training for staff as necessary. Those who have a responsibility for the completion of risk assessments will initially be provided with basic risk assessment training. This foundation training covers the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management. The Headmistress will ensure any specialised risk assessment training is provided to staff as required ensuring appropriate expertise, monitoring and supervision.

Staff will monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

### *Record Keeping*

Risk Assessments and associated documents must be kept for a minimum period of three years from the date on which they are superseded as they may be required in the event of a litigation claim for compensation. It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

### *Review of Policy*

This policy will be reviewed annually or at an earlier date if changes are required due to risk assessment review or changes in legislation and/or guidance.

Agreed and approved by the School Advisory Board

Date: 3 December 2015, December 2016

Review Date: December 2017