

16A



EDGEBOROUGH SCHOOL

16a Risk Assessment Policy

(including EYFS and Boarding)

UPDATE LOG

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Introduction

The Governors and Edgeborough Leadership Team (ELT) are fully committed to promoting the safety and welfare of all in our community. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them.

What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard that could result from a particular activity or situation. Risk assessments will take into account:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the probability or likelihood of the hazard occurring
- Risk rating - assessment of the severity of the outcome
- Control measures - physical measures and procedures that are put in place in order to minimise the consequences of unfettered risk

Why Carry out Risk Assessments?

Risk assessments are a legal requirement under Health & Safety legislation and a requirement of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards. By focusing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Effective preventative measures can often be surprisingly simple and cost-effective.

Areas Requiring Risk Assessment

Areas requiring risk assessment include (but are not limited to):

Educational

- Educational trips and visits
- Science lab and experiments
- Design & technology classroom and equipment
- Sport and PE activity
- Art and crafts
- Drama, dance and music
- General classroom
- Boarding House
- Outside play equipment

Support

- Catering and cleaning
- Caretaking and maintenance
- Grounds and Site/Premises

Conducting a Risk Assessment

There are several possible ways to conduct a risk assessment but we use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”.

1. Identify the hazards

Observe the task or area; refer to available guidance and information about best practice; look at accident records; check manufacturer instructions or data sheets (e.g. COSHH); ask staff for their views.

2. Decide who might be harmed and how

This might include not just pupils and staff but visitors to the school, contractors, etc. Consider groups with specific needs or vulnerabilities, e.g. new or young workers, expectant mothers, people with disabilities.

3. Evaluate the risks and decide on precautions

Evaluation of risk should consider both likelihood and potential severity of consequences. Consider what is already being done to reduce or manage the risk and whether further action is required. If the hazard cannot be eliminated altogether consider: switching to less risky alternatives; preventing access to / reducing exposure to the hazard; providing suitable training / instruction; ensuring suitable supervision; issuing protective equipment; providing first aid support. It is important to involve and consult with staff who are affected.

4. Record your significant findings

Risk assessments must be formally documented. These may take various formats but a general risk assessment template is included in Appendix A. Further guidance and examples are available from the HSE website.

5. Review your assessment and update if necessary

Risk assessments must remain up-to-date and relevant. They should be reviewed:

- At regular intervals not exceeding one year
- Following a significant change to the activity or people involved
- Following changes to the physical environment
- If there is reason to suspect the previous assessment is no longer valid e.g. after an accident or near miss has occurred
- When there are relevant legislative changes or changes in good practice.

Specialist Risk Assessment

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. The School Business Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Expert advice will be sought in risk assessing other areas as appropriate.

Responsibilities

The Business Manager and Senior Deputy will be responsible for the implementation of this policy and the maintenance of risk assessment records.

All staff will receive guidance on risk assessment as part of their induction and further risk assessment training or guidance will be provided on specific areas as required.

Staff are responsible for carrying out suitable risk assessments of their own areas and for reporting any identified risks to the School Business Manager and Senior Deputy.

The Board of Governors will nominate a Governor with specific responsibility for Health & Safety who will take an overview of school risk assessments to ensure that they have been carried out to a suitable standard and cover all significant risks.

APPENDIX A GENERAL RISK ASSESSMENT – EDGEBOROUGH SCHOOL

Department/Activity	_____
Who might be at risk?	_____
Department contacts	_____
Description of activity	_____

Assessment of risk rating

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

PROBABILITY	SEVERITY	RISK FACTOR	COMMENTS
1 = Not very likely	1 = Minor injury	1 – 2 Low risk	The School's objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = >3 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 – 9 High Risk	Where risk remains high after existing controls are considered then the activity should not take place until additional controls have been implemented. i.e. STOP the activity.

HAZARD	WHO IS AT RISK?	Existing Controls (action taken to reduce risk)	RISK RATING			Is the risk adequately controlled? If not list further action required	Date Completed
			P	S	R		
Name of assessor:		Date of assessment:			Review Date Due:		