



Risk Assessment Policy

Approved by:	Trustees	Date: 6/11/23
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Last reviewed on:	November 2024
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1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy.
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with our funding agreement and articles of association.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The Board of Trustees

The Board of Trustees has the ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head of School overseen by the Head Teacher and the Health & Safety Committee.

The Board of Trustees has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Board of Trustees, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The headteacher

The head of School is responsible for ensuring that all risk assessments are completed and reviewed for activities on site or trips of site and the Head teacher is responsible for ensuring all risk assessments for the building are completed.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find which need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

Use the form in appendix 2 to identify the risks and actions to mitigate the risks.

6. Monitoring arrangements

The following activities have a risk assessment which is updated annually by the Phase Leader or subject coordinator. Please read the risk assessment prior to the activity that you are planning and amend as needed.

- 🌱 Mud kitchens
- 🌱 Bikes & bike areas
- 🌱 Climbing frames
- 🌱 Sandpits / water play
- 🌱 Animals including chickens
- 🌱 Camp fires
- 🌱 Art including water-based materials
- 🌱 Technology activity including scissors
- 🌱 PE equipment & surfaces
- 🌱 Playground surfaces

Risk assessments for the following activities need completing prior to the activity & a copy needs to be signed off prior to the event for physical activities/ equipment.

- 🌱 Cooking
- 🌱 Off site visits
- 🌱 Individual handling plans / behaviour risk assessments
- 🌱 Swimming
- 🌱 Activities that include visitors on site
- 🌱 GLUE GUNS
- 🌱 DT equipment
- 🌱 Any activity that includes lone working
- 🌱 Work experience / visitors who are under 18 in school
- 🌱 Pregnancy

- 🌱 Well-being of Staff
- 🌱 Swimming Pool + Safeguarding documents of Swimming Pool staff.

All blank policy templates can be found at All staff / Blank risk assessments. Completed risk assessments need to be returned to the relevant assistant head/deputy head prior to the event or trip and must be signed off before the event or trip takes place.

ALTHOUGH A RISK ASSESSMENT IS IN PLACE- VISUAL RISK ASSESSMENTS OF PLAYGROUNDS AND EQUIPMENT NEEDS TO TAKE PLACE. If in doubt check with a member of the senior Leadership Team.

This policy will be reviewed every three years and approved by the Executive Head Teacher

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18		The staff member organizing the activity	
Asbestos		Executive Head	Annually
Substances hazardous to health		Executive Head	Annually
Display screen equipment		Staff member	Annually
Fire		Executive Head	Annually
First aid		Executive Head	Annually
Manual handling		Executive Head	Annually
Working at height		Executive Head	Annually
Children being drawn into terrorism		Prevent Risk assessment	Annually
Swimming pools (if applicable)		The Person Organising the On-Site Swimming Pool,	Prior to the Pool being on-site
Public health incidents, including COVID-19		Executive Head	Termly or when new updates are available

Appendix 2: risk assessment template



Newall Green Primary School

Completed by:

Date:

Review Date:



STEP 1	STEP 2	STEP 3	STEP 4			Step 5
HAZARD	WHO AFFECTED	CONTROL MEASURES	RISK/HARM	OCCURENCE	RISK POTENTIAL	Notes
List the hazards here	Who may be affected?	What further action is necessary to control the risk? List the risks, which are not adequately controlled, and the action to be taken where it is reasonably practicable to do more.				

Risk/Harm	Occurrence	Risk potential (R/H X O)
1 - Trivial 2 - Minor 3 - Lasting more than 3 days 4 - Major injury to 1 person 5 - Major injury to several 6 - Death of 1 7 - Multiple death	1 - Improbable (probability close to zero) 2 - Possible (remote chance) 3 - Occasional (has been known) 4 - Frequent 5 - Regular (3 to 6 months occurrence) 6 - Common (1 to 3 months occurrence) 7 - Continuous (daily/weekly event)	1-14 - Low (L) 15-24 - Medium (M) 25+ - High (H)

Signed:

Date:

Staff mobile phone numbers: