

Date	Review Date	Drawn up by	Committee Approving
Summer 2022	Summer 2024	NC	Resources

Risk Assessment Policy

WHAT IS A RISK ASSESSMENT?

Risk assessment is the core of effective management of health and safety. Every person within our school community has a significant contribution to make to ensure that our school is a safe and healthy place to be.

Aims

The Headteacher, Governors and all members of staff aim to do everything reasonably practicable to protect the safety, health and welfare of all children and persons within St Thomas Becket Catholic Primary School.

Definitions:

Risk Assessment: is the identification, evaluation and examination of the levels of risks involved in a situation that could cause harm, and decide whether or not adequate precautions have been taken to minimize this risk to acceptable levels.

Hazard: is something that has the potential to cause harm, such as chemicals, electricity, working from a ladder etc

The 5 steps to risk assessment

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the precautions

Step 4 Record findings and implement them

Step 5 Review the risk assessment and update if necessary

Procedures

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 (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

WHY HAVE RISK ASSESSMENTS?

St Thomas Becket Catholic Primary School

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

Risk assessments are a legal requirement. Ofsted Inspectors will expect to see examples. By focussing 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. It is not only a legal requirement, but also this school's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in the School on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

CONDUCTING RISK ASSESSMENTS

Assessments are conducted by the Head, or delegated to teachers, or other competent persons including the site manager. The Health and Safety Committee (which is part of the Resources committee) also meets formally once a term.

Staff are consulted on the findings of relevant risk assessments and the control measures.

Assessments are approved by the Head and kept in the school office.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in St Thomas Becket Catholic Primary School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Whole school settings including outdoor areas

Separate policies cover each of the three areas mentioned above. However, risk assessments may also be needed for many other areas, including:

- Science experiments
- Design and Technology
- Sport and PE activity
- Art
 - Events management eg school fairs
 - Behaviour eg aggressive and challenging behaviour
 - Extended services eg before and after school clubs
 - Facilities management eg cleaning
 - Health and disabilities eg pregnant staff, staff and pupils with health conditions

Medical and First Aid

The School keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

Child Protection

The School's Child Protection Policy together with the suite of Safeguarding Policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and cleaning: risk assessments and training are carried out by our external catering and cleaning companies.
- Caretaking: Risk assessments are also carried out for manual handling, protective equipment, working at heights, slips and trips and the control of substances hazardous to health (COSHH).

Access by Pupils and Supervision

The School has procedures in place for the proper supervision of pupils by staff in School and on visits that is understood by all members of staff (see supervision policy)

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. 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 Head and other members of the SLT 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. Half termly classroom H&S audits are carried out by staff and defects actioned by site manager.

ACCIDENT REPORTING

St Thomas Becket Catholic Primary School

The head teacher is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

PROPRIETOR RESPONSIBILITIES

The governors have assessed the major risks to which the school is exposed, in particular those related to the operations and finances of the school, and are satisfied that systems are in place to manage our exposure to the major risks.

Please read this policy in conjunction with and referring to;

- Fire Safety Policy and Fire Risk Assessment
- School trips policy
- Health & Safety Policies