



Risk Assessment Policy

1. Introduction

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from our school activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

We do not want our risk assessments 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 the clarification and documenting of Standard Operating Procedures. The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.

Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

2. Categories of Risk

As with any building or facility, and by the nature of its existence, a school and its activities entail risk.

No activity is entirely risk-free. At the same time, it is not prudent to be excessively risk-averse. The purpose of this policy is to take an active approach to managing risk and so reduce the risk that pupils and staff will be harmed through negligence and lack of proper planning.

There are three main categories of risk:

- Buildings, Facilities, School areas, equipment, etc
- People: Pupils, Staff, Visitors
- Activities, Events, School Trips, Sports matches, etc

Some areas of risk in the school are:

The playground
The collection point
The sports facilities
The science laboratories
The theatre
The classrooms
The school buses
The corridors and staircases
School visits and excursions
School events
School activities
Vulnerable pupils

This is, of course, not an exhaustive list. School leadership is responsible for continually identifying new risks and taking action to mitigate them.

3. Hazard Identification and Risk Management

For the purpose of this policy the following definitions apply:

Hazard: Something with the potential to cause harm

Outcome: A description of who could be harmed and how; In addition to this consideration should also be given to damage and destruction to the facilities

Control Measure: Method used to reduce or control risks arising from identified hazards

Recommendation: What further action should be taken to eliminate hazard and reduce risk

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

Those responsible for particular areas of the school should ensure they are aware of possible risks taking into consideration the three main categories:

Buildings, People, Activities.

Once this exercise is complete, those responsible will be able to describe the risks identified in a meaningful way for the purposes of risk assessment.

Whenever possible, members of staff responsible for an area should adopt a team approach to risk assessment and involve employees who have practical experience of the area being assessed, as they often have the best awareness and understanding of the hazards involved in that particular area.

All hazards associated with each area and all groups of persons which may be exposed to those hazards must be identified and shared with the Health & Safety Manager and Senior Management/School Administration

5. Risk Evaluation and Estimation

Once hazards associated with buildings/facilities, people and activities have been identified, staff should establish what the potential hazardous outcomes or events could be associated with the hazard.

When identifying who could be harmed, identify **how** they could be harmed.

The next stage is to examine the **likelihood** of a hazardous event occurring. Infrequently occurring hazards, present less risk than frequently occurring hazards.

Once likelihood has been determined the probable **consequence** of the hazardous event should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries).

We will use the model as below:

Table of Risk Evaluation/Matrix

Likelihood x Consequence = Risk Rating

Likelihood	Consequence
3 - Likely/High	3 - Major
2 - Probable/Medium	2 - Moderate
1 - Unlikely/Low	1 - Minor

Major = disability/death

Moderate = deep cuts/sprains/broken bones (3+days off work)

Minor = bruises/cuts/grazes (-3 days off work)

Risk Rating

1-2 = Risk acceptable (further action is not necessary and precautions are to be maintained)

3-4 = Risk tolerated (further precautions should be considered to reduce the risk)

6-9 = Risk unacceptable (precautions need to be taken immediately)

This risk evaluation process helps to determine the significance of the risks associated with the hazards. The number of people who may be affected by a hazard is a relevant consideration during risk estimation.

Risk assessment is the overall judgement of the level of risk arising from the hazard, based upon the **likelihood** of the hazard occurring multiplied by the potential severity of the **consequence**, taking into account existing risk control measures that are already in place to reduce / control the risk. Using the risk matrix as a guide, the level of risk should be assessed to identify the **risk rating**.

The risk rating will clearly indicate the level of risk and highlight the level of priority of further precautions that need to be taken.

6 Risk Control

The School will identify and implement suitable and sufficient risk control measures to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this procedure. Risk control measures are methods used which reduce/control risks arising from the hazard.

7. Hierarchy of risk control

A. Eliminate the risk

Avoid the risk altogether by removing the hazard or no longer undertaking the activity

B. Substitute the risk

Reduce the risk by replacing the hazard or activity with one which entails lower risk

C. Control the risk (Physical)

Control the risk by physical isolation or separation of people from the hazard

D. Control the risk (Procedural)

Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision, Standard Operating Procedures etc

E. Protect the individual

Protect the individual by the provision of personal protective equipment

When considering additional control measures, the School will ensure that they will not introduce any new hazards.

8. Communication of Risk Management

Relevant information identified in the risk assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures must be effectively communicated, and be readily accessible to employees and others as appropriate.

Those responsible for areas and activities need to ensure that the findings of the Risk Assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons covered in the assessment.

9. Monitoring and Review

The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate.

Risk assessments must be reviewed

- if there has been a significant change in the matters to which they relate
- if there is reason to suspect that it is no longer valid
- at least annually

This policy will be reviewed on a yearly basis or at an earlier date if changes are required due to a significant incident or changes in government advice.

Stuart Le Heup
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