



Horsington Church School

“That they may have life, Life in all its fullness.”

John 10:10



Risk Assessment Policy

Contents

1. Aims.....	1
2. Legislation and statutory requirements.....	1
3. Definitions.....	2
4. Roles and responsibilities.....	3
5. Risk assessment process.....	3
6. Monitoring arrangements	4
7. Links with other policies	4

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
- 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 suggested table of the risk assessments Schools are advised to have in place can be found in appendix 1 of this policy.

Statutory risk assessments Schools are required to have in place are listed below, some of these are duplicated in Appendix 1 where there is a question set on EEC Safety Suite:

- Workers under the age of 18;
- Asbestos;
- Substances Hazardous to Health (COSHH);
- Display Screen Equipment (DSE);
- Fire;
- First aid;
- Manual Handling;
- Working at height;
- Children being drawn into terrorism;

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 Trust

The governing board has responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher

The Trust 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 Trust, 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 headteacher, or in the Headteacher's absence the deputy Headteacher is responsible for ensuring that all risk assessments are completed and reviewed.

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 them 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. The Trust have adopted the use of EEC Safety Suite for health and safety management including risk assessment.

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 the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the Headteacher.

The Health and Safety Liaison Governor will monitor the risk assessment management process as part of their role and report to the Local Governing Board.

This policy will be reviewed by the Headteacher and Health 7 Safety Governor every three years and approved by the Policy & procedures Committee.

7. Links with other policies

This risk assessment policy links to the following policies:

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

(This MAT policy replaces HCS Risk Assessment Policy)

Adopted: February 2018

Appendix 1: Suggest Risk Assessments

TYPE OF RISK	HAZARD / QUESTION SET ON EEC SAFETY SUITE	OTHER GUIDANCE/FORMS	RELEVANCE (YES/NO) • Yes unless indicated
Caretaking and Site Management	Control of Substances Hazardous to Health Ice & Snow Manual Handling Personal Safety Sharps, Needles & Litter Tree Safety Working at Heights	COSHH Assessment Form (on Sharepoint)	
Catering	Premises Slips and trips in kitchens and food service		No No
Educational Visits and Activities	First Aid Spinney and stream area Residential Visits		
Fire	Fire: Fire Alarms/Equipment Fire: Security	Fire Alarm checks/Fire Drills Fire Risk Audit	
First Aid	Management		
General	Breakfast Club Clubs – After School Gates and Fencing Safeguarding – Perimeter Assessment Safeguarding – Visitors and Volunteers Slips, Trips and Falls Slips and Falls on Icy Surfaces Tree Stumps and Logs		No
Medical - Secure	New and Expectant Mothers	New and Expectant Mothers Risk Assessment Form (on Sharepoint)	As required
Off-site Visits and Activities	e.g. Walking in urban settings/on roads/in open country/in woods etc		
Primary Art	Paints and Dyes		

Primary Design	Glue Gun Knives and Scissors		
Primary General	Classroom Management Contractors on School Premises Lunchtime Supervisors setting out tables and chairs Office Safety (includes Display Screen Equipment) Ponds Premises Management Safety Glazing Scalding risk at sinks and hand basins Visiting Animals to School or Animal activities in the classroom	DSE Assessment form (on Sharepoint)	No No
Primary Home Economics	Table Top Cooker		
Primary Playgrounds	Playground Management		
Primary Sport	Association Football Cricket Games and Sport General Gymnastics and Dance Netball Swimming + Any other Sports.		
Security	Handling Violence Security Management Security and Violence: Violence to Staff		
Transport	Coach Travel Minibus Travel Transport and Vehicles: Vehicles on Premises Transport and Vehicles: Traffic Control (start and end of day) Use of staff car for transporting pupils/students (teacher-driver)		No No