

RED ROSE SCHOOL

RISK ASSESSMENT POLICY

Updated: October 2023

Next review: October. 2025

Section 8

4

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● Statement of intent

At Red Rose School, we are committed to providing a safe and healthy working environment that inspires and supports academic achievement. This policy sets out the procedures the school will follow in order to identify and manage the health and safety of staff members, pupils and visitors who may be affected by the school's activities.

Mrs Gill Makinson

Head Teacher

October 2023

1. Legal framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE (2022) 'Health and safety: responsibilities and duties for schools'

1.2. This policy has been developed in accordance with, and will be implemented alongside, the school policies and documents including:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Fire Safety Policy
- Educational Visits and School Trips Policy
- Fire Safety Risk Assessment

2. Definitions

For the purpose of this policy:

- 2.1. **Risk assessment** is defined as a careful examination of what, in the school, could cause harm to people, so that the school can determine whether the necessary precautions are in place or whether more should be done to prevent harm.
- 2.2. **Hazard** is defined as anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.
- 2.3. **Risk** is defined as the chance, low to high, that someone could be harmed by a hazard, together with an indication of how serious the harm could be.
- 2.4. **Dynamic risk assessment** is defined as an assessment that takes into account unexpected or short, temporary changes that require immediate amendments to be made to control measures.
- 2.5. **Generic risk assessment** is defined as an individual assessment covering the common, significant hazards that staff and others face on a daily basis, such as low-risk activities or repeated activities that can be documented in another way.
- 2.6. **Suitable and sufficient risk** is defined as an assessment that is proportionate to the risk and ensures that all relevant hazards are addressed, complies with statutory requirements, ensures all groups who are affected are considered, takes account of existing control measures and identifies further measures as necessary.

3. Roles and responsibilities

3.1. The Proprietor in conjunction with the Head Teacher responsible for:

- The overall responsibility of risk management at the school.
- Delegating strategic decisions for operational management of risk and health and safety to the Head Teacher.
- Recording and reporting incidents involving:
 - Injuries and ill health of employees.
 - Injuries involving pupils and other people not employed by the school.
 - Dangerous occurrences.

3.2. The Head Teacher is responsible for:

- Appointing an appropriate health and safety lead to ensure the school meets its health and safety duties.
- Ensuring potential hazards are identified and risk assessments are carried out as appropriate.
- Ensuring day-to-day risks are managed effectively, including health and safety matters.
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained to do so.
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Implementing frameworks for decision-making and corporate strategies which consider risk assessment principles.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Developing a Health and Safety Policy, that should be subject to reviews based on thorough risk assessment to reflect on and reduce occurrences of newly established risks.
- Recording any significant findings from risk assessments.

3.3 The health and safety lead is responsible for:

- Developing and implementing an effective approach to risk management in the school.
- Reporting to the headteacher and governing board, as required.

3.4. Staff members are responsible for:

- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- Being aware of any established risks and understanding the measures the school has put in place to manage these.
- Undertaking their work in accordance with training and instructions.
- Cooperating with the school on health and safety matters.

- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defects to the Head Teacher in order to create new, or update, risk assessments.

4. Areas of risk

4.1. The school identifies key areas of school management that present risks to the school community – these include, but are not limited to, the following:

- Safeguarding
- Pupil welfare
- Health and safety
- Security
- Fire safety
- Critical incidents
- School trips
- Lessons and activities
- Pupils with onerous demands
- Staff recruitment

4.2. Specific risk assessments by industry professionals with relevant professional qualifications and knowledge include the following categories: Asbestos, Legionella, Gas safety, Electrical safety, Fire safety, and other groups which could be particularly at risk depending on the nature of the hazard.

5. Risk ratings

5.1. The school adopts the following risk ratings to determine the impact and severity of different hazards:

Likelihood	Impact			
	1 – Minor	2 – Moderate	3 – Major	4 – Catastrophic
1 – Rare	2	3	4	5
2 – Unlikely	3	4	5	6
3 – Possible	4	5	6	7
4 – Likely	5	6	7	8

5.2. In line with the above point, the school has identified the following risk actions depending on the determined risk rating:

Degree of risk	Risk treatment
Low	<ul style="list-style-type: none"> • Acceptable level of risk. • Risks should be monitored and reassessed at appropriate intervals. • No further action or additional controls should be necessary.
Moderate	<ul style="list-style-type: none"> • Unacceptable level of risk. • Efforts should be made to reduce risk. • Establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. • Resources may need to be allocated to reduce the risk. • Where the risk involves work in progress, immediate action should be taken.
High	<ul style="list-style-type: none"> • Unacceptable level of risk. • Immediate action must be taken to manage the risk. • Control measures must be put into place which significantly reduce the impact of the event or the likelihood of it occurring. • A significant number of control measures are required. • Resources will need to be allocated to reduce the risk.

5.3. When completing risk assessments, staff members will grade impact and likelihood using the above scale systems and respond appropriately in line with the above rating.

6. Principles of effective risk management and assessment

6.1. The school follows the following key principles of risk prevention:

- If possible, avoid a risk altogether
- Avoid introducing new hazards
- Evaluate unavoidable risks via a risk assessment

- Combat risks at the source
- Consult with those affected to adapt work to the requirements of the individual(s)
- Take advantage of technological and technical progress where appropriate
- Implement risk prevention measures within policies
- Give priority to protection measures that safeguard the whole school
- Ensure that staff and pupils understand what they must do to minimise risk
- Develop a positive approach to health and safety within school

6.2. The school identifies a five-stage process to undertaking a risk assessment:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks
- Record the findings
- Review

6.3. Hazards that are already covered under other risk assessment will be ticked as 'checked' in the general risk assessment. There will then be no need to conduct a separate risk assessment unless the risk changes.

7. Hazard Identification

7.1. When identifying hazards, staff members will:

- Consider what could reasonably be expected to cause harm – this could include anything related to the school premises or the delivery of its curriculum, whether on- or off-site.
- Consider potential risks from the perspective of other staff, visitors and pupils, including consulting these groups where necessary.
- Give priority focus to significant hazards that could result in serious harm or affect several people.

7.2. To identify hazards, staff members will have regard to the following:

- The environment, e.g. poor lighting or low/high temperature
- Slipping and tripping hazards, e.g. poorly maintained floors or stairs
- Fire, e.g. from flammable materials
- Chemicals and how they are used, and in what quantities, e.g. cleaning chemicals
- Moving parts of machinery, e.g. within faculty workshops
- On-site vehicle movements
- Asbestos on premises
- Selection and management of contractors
- Work at height, e.g. scaffolding around buildings
- Ejection of materials, e.g. workshops and experiments
- Pressure systems, e.g. within laboratories
- Electricity, e.g. poor wiring, portable appliances, electrical experiments
- Dust, e.g. metal grinding and cement
- Fumes, e.g. welding and chemicals

- Manual handling
- Noise
- Building design and maintenance
- Biological hazards, e.g. gardening or contact with bodily fluids
- Management of work-related stress
- Behaviour management, e.g. kicking, hitting, verbal abuse

8. Individuals at risk of harm

- 8.1. In addition to staff, those conducting a risk assessment will also consider individuals and groups who may not be in the workplace consistently.
- 8.2. Staff will have regard to the following groups of people:
 - Staff members
 - Operators
 - Maintenance personnel
 - Cleaners
 - Contractors
 - Parents
 - Pupils
 - Visitors
- 8.3. Staff will also have due regard to the following vulnerable groups:
 - Staff and pupils with SEND
 - Inexperienced staff
 - Lone workers
 - Pregnant workers
 - Staff and pupils with mental health needs
 - Pupils with safeguarding needs
 - Other groups which could be particularly at risk depending on the nature of the hazard

9. Evaluating risks

- 9.1. Staff will evaluate the risks arising from the hazards and decide whether existing precautions are adequate, or more done in line with the **Risk Rating** of this policy.
- 9.2. For each significant hazard, staff will decide whether the residual risk is high, moderate or low.
- 9.3. Staff will consider whether industry standards are in place and whether all has been done that is reasonably practicable to keep the workplace safe.
- 9.4. Staff will ensure that managing additional hazards does not interfere with other control measures, such as fire safety.
- 9.5. Staff will ensure that the following are in place:

- Adequate information, instruction or training
- Adequate systems or procedures

9.6. When implementing control measures, staff will have due regard to whether the precautions:

- Meet the standards set by a legal requirement.
- Comply with the recognised industry standard.
- Represent good practice.
- Change existing precautions in place.

9.7. To reduce risks as far as reasonably practicable, staff will aim to eradicate the hazard completely, or control the risk significantly to ensure that harm can be deemed unlikely, or the likelihood of harm occurring is sufficiently minimised.

10. Recording findings

10.1. Staff will ensure that significant hazards are recorded as well as the control measures that are put in place to mitigate those hazards, and the expected outcomes following the implementation of the control measures.

10.2. Up-to-date copies of risk assessments will be stored in the school office.

10.3. Where a risk assessment includes personal details about an individual, e.g. personal health information, the school will ensure that the risk assessment maintains that individual's confidentiality, and will therefore only share the details of the assessment where necessary.

10.4. Staff will not be required to show how the assessment was carried out, provided that:

- A proper check was made.
- The assessment details who might be affected.
- All the obvious, significant hazards are considered, taking into account the number of people who could be involved.
- The precautions are reasonable and the remaining risks are low.

10.5. All findings will be reported to the Head Teacher.

10.6. Where the impact or likelihood of major risks cannot be minimised, the Head Teacher will decide whether the activity will still take place.

11. Reviewing

11.1. Any concerns from staff regarding the control measures implemented following a risk assessment will be discussed with the head teacher and a collaborative solution reached.

11.2. The school implements the following requirements for when risk assessments will be reviewed:

- When there are changes to an activity

- After a near-miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes to good practice
- When there are changes to related legislation
- Annually, if for no other reason

11.3. Reviews of risk assessments will be dynamic, as necessary.

11.4. A new risk assessment will not be conducted unless there are significant changes relevant to the activity in question.

11.5. Risk assessments developed for high-risk activities will be reviewed on a recurring activity by the individual who created the risk assessment and the Head Teacher.

11.6. Risk assessments will be stored for the duration of the risk assessment, plus three years.

12. Training

12.1. Staff members will be advised on basic risk management procedures.

12.2. Staff members with a responsibility for creating and completing risk assessments will receive appropriate guidance, in addition to the basic risk management.

12.3. Staff whose work involves a greater element of risk will have extra or specific training, e.g. having responsibility for the storage of, and accountability for, potentially hazardous materials in these.

13. Monitoring and review

13.1. This policy will be reviewed on a bi-annual basis by the Head Teacher

- **Appendix D: Identifying risks in the school**

Identified as a risk?	Yes	No
Toilets		
Is the location of the toilets a concern?		
Are they shared by more than one class?		
Are they unisex?		
When visiting the toilet, are pupils out-of-sight of school staff?		
Is it possible to manage use of the toilets better?		
Are staff allocated to monitor the toilets in an unobtrusive manner?		
Classrooms		
Can pupils and staff be seen at all times?		
Are there any unnecessary blind spots?		
Are there areas where pupils can be observed but continue to remain creative?		
Are you able to be flexible regarding the seating plan and layout of the classroom?		
Are there procedures in place for pupils and staff leaving the classroom?		
Have pupils been taught about personal safety?		
Hallways and walkways		
Are pupils supervised or able to be seen at all times (e.g. through windows)?		
Are there any cupboards or empty rooms which could be accessible to pupils?		
Outside areas		
Are pupils supervised or able to be seen at all times (e.g. through windows) from all areas of the outside area/playground?		
Do certain areas need to be designated as 'out of bounds' either for the time being or permanently?		
Are staffing levels adequate?		
Do staff engage pupils in structured play, rather than leaving them open to inappropriate play?		
Changing for PE and swimming (onsite and off)		
Does the PE changing area pose risks?		
Does the sport venue changing area pose risks?		
Are staff able to supervise changing appropriately and according to the needs and age of the pupils concerned?		
Pupils		
Have all pupils been taught personal safety?		
Are all pupils aware of who to talk to if they have concerns?		

Do all pupils feel that they are listened to and are confident that appropriate action will be taken if necessary?		
Have pupils been taught about e-safety?		
If there have been safeguarding concerns, including notification of domestic violence, have pupils been appropriately supported within school?		
Staff		
Are all staff aware of who the DSL is?		
Are all staff aware of who to go to if the DSL is not available?		
Are all staff aware of the need to record concerns and pass them on to the DSL?		
Are all staff (including volunteers) familiar with the contents of the <u>Child Protection and Safeguarding Policy</u> ?		
Have all staff, teaching and non-teaching, received safeguarding training in the last year?		
Have staff received training in safer working practice and the protective ethos?		
Are all staff aware of, and feel confident in using, the <u>Whistleblowing Policy</u> ?		
Have all staff signed to say that they have read and understood part one of Keeping Children Safe in Education?		
Is there an <u>Anti-bullying Policy</u> that effectively deals with bullying?		
Are school computers monitored to ensure that pupils and staff are following the school's <u>E-Safety</u> ?		

- **Appendix E: Risk assessment review template**

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