



# RISK ASSESSMENT POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett (Principal)

Review date: September 2024

## Introduction

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, Sandon Primary is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Principal is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted where there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this.

The Principal is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by site staff on arrival at the school and will be completed before any children arrive.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from;

- *The school's environment both indoors and outdoors*
- *All surfaces both indoors and outdoors*
- *All equipment used by children or staff*

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Principal and ensure that a record is made in the Health and Safety reporting log. The Principal is then responsible for ensuring that any necessary action is taken.

## Definitions

### **Hazard**

Something with the potential to cause harm.

### **Risk**

The likelihood of potential harm occurring.

### **Control measure**

Action taken to prevent someone being harmed.

## Nature of Risk Assessments

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process;

- *Step 1: Identify the hazards*
- *Step 2: Decide who might be harmed and how*
- *Step 3: Evaluate the risks and decide on precautions*
- *Step 4: Record your findings and implement them*
- *Step 5: Review your assessment and update if necessary*

## Evaluating the risk

Consider how likely it is that each hazard could cause harm. This will determine whether or not action needs to be taken to reduce the risk. Even after all precautions have been taken, some risk usually remains. A decision is

then made to determine whether this remaining risk for each hazard is high, medium or low. The real aim is to make all risks LOW.

Probability / Likelihood of Risk	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

x

Consequence	
1	Insignificant (no injury)
2	Minor (minor injury needing first aid)
3	Moderate (up to 3 days absence)
4	Major (more than 3 days absence)
5	Catastrophic (death)

## Risk Rating Levels

1 - 4	Low (acceptable)	No further action required
5 - 9	Medium (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 - 16	High (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team etc.
17 - 25	Very high (unacceptable)	Do not undertake the activity, implement immediate improvements

# Sandon Primary Academy & Little Sandon: Risk Assessment Form - Managing Health & Safety



Activity / Workplace:	Date: Review Date:	Completed by:	Manager:
-----------------------	-----------------------	---------------	----------

Hazard		Initial risk			What controls are already in place?	Action plan			Residual risk		
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H		Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H

*All risk assessments are reviewed annually or when required.*

The level of risk is calculated by:	The likelihood	x	The consequence	Risk Rating	
	1. Very unlikely		1. Insignificant (no injury)	<b>1 - 4</b>	Low (acceptable) No further action required
	2. Unlikely		2. Minor (minor injury needing first aid)	<b>5 - 9</b>	Medium (adequate) If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review.
	3. Fairly likely		3. Moderate (up to 3 days' absence)	<b>10 - 16</b>	High (tolerable) Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H & S Team etc.
	4. Likely		4. Major (more than 3 days' absence)	<b>17 - 25</b>	Very high (unacceptable) Do not undertake the activity, implement immediate improvements.
	5. Very likely		5. Catastrophic (death)		

## Procedure

All possible risks have to be identified and evaluated with a judgement made on the likelihood and consequences of the risks posed;

- *Rate each risk 1-5 for likelihood*
- *Rate each risk 1-5 for consequence*
- *Multiply likelihood and consequence to get initial risk rating*
- *If necessary, list control measures to reduce consequence for each hazard*
- *The adjusted score is the residual risk rating*

## Frequency of Risk Assessments

Assessments are normally annual, but more frequent checks may be required in some risk areas as new risks arise.

## Reporting Procedures for Newly Identified Hazards

All staff are aware of the need to report hazards as soon as they are identified in the health and safety reporting log.

## Access to Risk Assessments and Responsibilities

A full set of risk assessments are available to access in the health and safety file and where appropriate staff members have individual risk assessments.

All staff members are provided with the health and safety policy and sign to say they have read, understood and had the opportunity to ask any relevant questions.

Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

## Risk Assessments for Taking Children Off-site

Staff responsible for taking children off site for ANY activity must carry out a risk assessment on Evolve. Risk assessments are assessed by the Local Authority if the answer is yes to any of the following;

- *Is this a joint visit/activity involving participants from another Establishment?*
- *Is this an overseas visit?*
- *Is this a residential visit/activity?*
- *Will this visit/activity include an adventurous activity?*

Risk assessments that match the above criteria must be carried out in advance;

- *Overseas visit – 2 months in advance*
- *UK residential/adventurous visits – 3 weeks in advance*
- *All other visits – in accordance with the establishments visits policy*

## Areas that Require Risk Assessments

Areas in which risk assessments are required include;

- *Asbestos Control*
- *Educational Visits and Trips*
- *Fire Safety*
- *Health and Safety*
- *Educational*
- *Pastoral*

- *Medical/First Aid*
- *Child Protection*
- *Catering and Cleaning*
- *Caretaking and Security*
- *Maintenance*
- *Grounds*
- *Administrative Staff*
- *Fire*
- *Asbestos*
- *Legionella*
- *Gas*
- *Electricity*