



LYONSDOWN SCHOOL

RISK ASSESSMENT POLICY

Updated	Review Date	Version
March 2018	January 2019	2018.01

Signed: Ms Andrea Morley (Chair of Governing Board)

RISK ASSESSMENT POLICY

This policy should be read in conjunction with the following policies:

- Health & Safety Policy
- Fire Policy
- Medical Policy
- Lone Working Policy
- Working at Height Policy

INTRODUCTION

The Governors of Lyonsdown School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

In accordance with our duties under the Management of Health and Safety at Work Regulations, the School 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 Head, delegated to the Business Manager in some cases, is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when 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 Head is further responsible for conducting any necessary reviews or making changes to the School's policies or procedures in the light of any potential risks that they or other members of staff discover.

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 Business Manager and ensure that a record is made in the Incident Record Book. The Business Manager is then responsible for ensuring that any necessary action is taken.

As already stated, the Management of Health and Safety at Work Regulations require that suitable and sufficient assessments of the risk arising out of work are carried out. Put simply, a risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them.

WHAT IS A RISK ASSESSMENT?

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 (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- 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, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly. It is the responsibility of all staff to make sure risk assessment are undertaken for any element of risk that is incurred in their specific area of work or activity undertaken. Near misses, accidents that could have occurred, should be learnt from and recorded in order to eliminate as far as possible the near miss becoming a future accident.

Risk assessments need reviewing and updating regularly [annually in settings providing for EYFS children]. At Lyonsdown School we are very aware that all staff need to be familiar with their responsibilities with regard to risk assessment. A risk assessment template and guidance (**appendix 1 and 2** attached to this document) can also be found on 'Teachershare' for staff to refer to and use for themselves. The Business Manager is responsible for keeping records of staff training.

Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control, be it a school outing or using specific equipment with an element of risk, such as a glue gun, or PE equipment. This includes the requirements of the Independent School Standard Regulations and Early Years Foundations Stage standards.

Objectives

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.

That identified control measures are implemented to control risk so far as reasonably practicable.

That those affected by school activities have received suitable information on what to do.

That risk assessments are recorded and reviewed when appropriate.

Guidance

Guidance is applicable to general risk assessment. Separate guidance is in place where specialist skills are required, eg asbestos, fire, water quality and hazardous substances and the Business Manager, Caretaker and Head will be responsible for the maintenance of these risk assessment records.

Checklists for identifying hazards to formulate a risk assessment for specific activities or equipment within the teaching area, is included in **Appendix 3** to this document. These can also be found on 'Teachershare'. Staff should use these checklists so that when staff identify a risk they can use this, both as a checklist and to address the risk to complete the risk assessment satisfactorily.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis each September.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The school considers a 3x3 matrix to assess impact and probability as high, medium or low, as illustrated in the diagram below:

Impact	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Probability		

Key
 1 – Low Risk
 2 – Medium Risk
 3 – High Risk

The risk assessment process will consist of the following 5 steps

- Identify hazards
- Decide who might be harmed and how, 'what might happen'
- Evaluate the risks and decide on precautions that can be taken to eliminate the risk, 'control'
- Record your findings on this checklist before transferring them to your risk assessment, where they will be implemented
- Review your risk assessment within a specified time and update if necessary (change to the activity/new equipment etc)

The Business Manager, Caretaker and Head will be responsible for the maintenance of risk assessment records.

Risk assessments will be reviewed

- When there are changes to the activity or a new activity is to be introduced?
- After a near miss or accident?
- When there are changes to the type of people involved in the activity?
- When there are changes in good practice?
- When there are legislative changes?
- Annually if for no other reason?

A list of areas (non-exhaustive) which will require risk assessment is also included in the **Appendix 4**.

Appendix 1

Risk Assessment Guidance

To identify a risk and to help formulate a risk assessment on an identified hazard, please use the checklist, **Appendix 3**.

There are five stages involved in a risk assessment:

- Step 1 - Identify hazards
- Step 2 - Decide who might be harmed and how, 'what might happen'
- Step 3 - Evaluate the risks and decide on precautions that can be taken to eliminate the risk, 'control'
- Step 4 - Record your findings on this checklist before transferring them to your risk assessment, where they will be implemented
- Step 5 - Review your risk assessment within a specified time and update if necessary (change to the activity/new equipment etc)

Step 1 Identifying the hazard. A hazard is something with the potential to cause harm. The fact that there is potential to cause harm doesn't mean it will. However, it is necessary to identify all the potentials in order to consider whether they are being managed or not. Without going through this process it is possible that key hazards may be overlooked. It is important to consider the 'likelihood' or chance that the identified hazard will occur and then to consider the 'consequence' of the outcome of the hazardous event.

A risk is the combination of the 'likelihood' of a hazardous event occurring and the 'consequence' of the event, so the likelihood x consequence = score, eg high, medium or low risk.

Step 2 Decide who might be harmed and how 'what might happen' For each hazard identified, decide who may be harmed, groups of people such as pupils, staff, visitors, parents etc. Identify what might happen, the age of the children, smaller children may need more supervision for a particular activity, or different instructions on the use of an item of equipment.

Step 3 Evaluate the risks and decide on precautions that can be taken to eliminate the risk, 'control'. Having spotted the hazards, you then have to decide what to do about them. You need to do 'everything practicable possible' to protect people from harm. When considering the control of the risk, the following principles can be applied:

- Try a less risky option if possible
- Prevent access to the hazard and identify control to do this
- Reduce exposure to the hazard by implementing control procedures to do this
- Issue protective equipment which would reduce risk
- Identify control measures that would be considered necessary, desirable or beneficial to reduce the risk

Step 4 Record your findings on the checklist before transferring to your risk assessment, where they will be implemented. To implement the findings of an identified hazard and risk they need to be recorded on a risk assessment. The checklist helps to do this in the initial stage. What should be recorded is as follows:

- The location, activity and equipment assessed
- Hazards and risk levels
- Risk controls
- The assessors name and position
- The date
- The review date

A risk assessment must be suitable and sufficient and needs to be able to show that:

- A proper check was made
- You identified who might be affected

- All the significant hazards, taking into account the number of people who could be involved
- The precautions are reasonable and remaining risk is low
- You involved other members of staff, if appropriate, in the process

Step 5 Review your risk assessment within a specified time, usually annually, and update if necessary. The review date should be stated on the risk assessment. Risk assessments should be updated when changes occur, in activities or equipment for instance. Bear in mind that they are working documents. It is important to make note of any near miss incidents that occur and make a note of these to assess if the risk assessment needs updating in light of these incidents or accidents.

Each control that has been put in place to reduce a risk needs to be monitored to gauge if it has been effective in actual practice and not to assume the control initially put in place is sufficient.

Appendix 2 - Risk Assessment Overview

Details

School:

Year Group:

Risk Assessment Title:

Who is at Risk?

People at Direct Risk:

Other People Who Could be Affected:

Summary of Risk

What is your assessment of the risk before the ACTION PLAN is completed?:

High risk

Medium risk

Low risk

What will the level of risk be after the ACTION PLAN is completed?:

High risk

Medium risk

Low risk

Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Appendix 3

LYONSDOWN SCHOOL
Checklist for identifying hazards to produce Risk Assessments

Please use this checklist to identify the hazards involved in an activity or in the use of an item of equipment. Also use the checklist to identify the hazards in your particular classroom or area of teaching. Take a look at the Risk Assessment template before completing this checklist to enable full completion of the assessment.

Consider the following:

- Step 1 - Identify hazards
- Step 2 - Decide who might be harmed and how, 'what might happen'
- Step 3 - Evaluate the risks and decide on precautions that can be taken to eliminate the risk, 'control'
- Step 4 - Record your findings on this checklist before transferring them to your risk assessment, where they will be implemented
- Step 5 - Review you risk assessment within a specified, usually annually time and update if necessary (change to the activity/new equipment etc)

1. Identify the Hazards?
2. Who might be harmed and how 'what might happen'?
3. Evaluate the risks, identify precautions to eliminate risk, 'control'
4. identify findings to transfer to risk assessment
5. Review – state review date

Summary of risk:

HIGH

MEDIUM

LOW

Appendix 4

Areas requiring risk assessment (non-exhaustive)

Educational

Science experiments

Design & technology, including food

Sport and PE activity

Art

Music

Drama & dance

General classroom

Use of equipment

Playground

Outdoor Learning Area

EYFS Outdoor Area

Boat Area

School

Walking around the school

Gym

Use of toilets

Changing rooms

Dining Room

Outside areas

Support

Catering and cleaning

Caretaking and security

Maintenance

Office