



Risk Assessment Policy

Last Revised: September 2023

Policy Owner: Bursar

Date of next review: _____ **September 2024** _____

Signed: _____ *Ed Currie* _____ Date:
_____ **1.9.23** _____

Printed: _____ **Mr Ed Currie** _____

Chair of Governors

Signed: _____ *Andrew Rudkin* _____ Date:
_____ **1.9.23** _____

Printed: _____ **Mr Andrew Rudkin** _____

(Headmaster)

Policy Statement

This policy forms part of Lyndhurst School's Health and Safety procedures and must be read in conjunction with the school's **Health and Safety Policy** and **Early Years Staying Safe Policy**.

This is a whole school policy and applies to all members of Lyndhurst School.

Introduction

Employers are required to conduct suitable and sufficient risk assessments. An employer with five or more employees must record significant findings of their risk assessments.

Each risk needs to be managed and controlled as far as is reasonably practicable.

Government Guidance

Lyndhurst School takes account of the Department for Education's (DFE) guidance *Health and Safety: Responsibilities and Duties for Schools*.



The guidance stresses the importance of assessing risks and putting into place proportionate control measure. It also discusses the legal requirement to record details of risk assessment, the measures taken to reduce these risks and expected outcomes.

The employees of Lyndhurst School take a 'common sense' and 'proportionate' approach to risk assessment and risk management.

Associated Policies and Documents

- Lyndhurst School Health and Safety Policy
- Lyndhurst School Early Years Staying Safe Policy
- Lyndhurst School First-Aid Policy
- Lyndhurst School Fire Procedures and Prevention Policy
- Lyndhurst School Educational Visits Policy
- Lyndhurst School Critical Incident Plan

Roles and Responsibilities

Head Teacher

The Head Teacher (or, when absent, a nominated deputy) will be responsible for the overall implementation of Lyndhurst School's Health and Safety Policy.

As far as risk management is concerned, the Head Teacher of Lyndhurst School is responsible for and therefore does:

- Ensure safe working conditions for all persons in the school (staff, students, visitors etc.);
- Ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- Ensure that staff are consulted appropriately on issues that affect them;
- Determine in consultation with the Health and Safety Manager (HSM) which risk assessments should be considered exceptional and be written, taking into account the DfE guidance *Health and Safety: Responsibilities and Duties for Schools*;
- Ensure that the health and safety training needs of all staff and students are identified and appropriate training provided;
- Encourage staff, students and others to promote health and safety and to suggest ways of reducing risks;
- Ensure that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Delegate to the HSM appropriate tasks for the day-to-day implementation of the policy;
- Delegate appropriate tasks to relevant staff; and
- Ensure that relevant users are effectively using the school's health and safety management system.



Health and Safety Manager (HSM/FACILITIES MANAGER)

(PLEASE NOTE: THE RESPONSIBILITIES OF THE HSM MAY BE DISCHARGED BY A TEAM RATHER THAN A SINGLE INDIVIDUAL.

The HSM is a suitably qualified and 'competent person' (as defined below) and in connection with risk management is responsible to the **(HEAD TEACHER/PRINCIPAL)** and therefore does:

- Manage, co-ordinate and monitor health and safety matters;
- Ensure that Lyndhurst School's Health and Safety Policy and systems are implemented;
- Report regularly to the Head Teacher on health and safety issues;
- Participate in the work of the Health and Safety Committee;
- Liaise as appropriate with the member of the Governing Body with health and safety responsibility;
- Maintain a suitable system for reporting accidents, near misses and concerns about staff or student welfare;
- Ensure that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Advise the Head Teacher on which risk assessments should be written having taken into account *Health and Safety: Responsibilities and Duties for Schools* (see the 'Written Records of Risk Assessments' section further down in this example policy);
- Ensure that all contractors carry out suitable and sufficient risk assessments and have a risk management system in place before carrying out work in the school;
- Engage external health and safety experts as appropriate, receive their reports and take any necessary action
- Ensure that teaching, administrative, catering and all ancillary staff are aware of aspects of the Health and Safety Policy that affect them;
- Ensure that contractors and persons hiring any part of the premises are aware of the school policy;
- Ensure that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with the school's Fire Safety Policy;
- Put in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Oversee the efficient use of the school's health and safety management system to prompt and record the proper discharge of all necessary relevant risk management tasks.

A competent person is someone with the necessary skills, knowledge and experience to manage health and safety or else provide advice. The school has a duty under the *Management of Health and Safety at Work Regulations 1999* to ensure access to competent advice.



The School's Directors/Governors

- 16 the welfare of the pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- 16 appropriate action is taken to reduce risks that are identified.

Staff

All staff are responsible for assessing risks throughout the school and should make the Designated Persons of Responsibility aware of those risks. Responsibility for completing generic risk assessments lies with the Senior Leadership Team. Where an event or specific activity requires a risk assessment (e.g. a school trip) the person responsible for organising that event or activity should complete the risk assessment which is then signed off by their line manager.

When to complete a written Risk Assessment

DfEE guidance states that “Sensible management of risk does not mean that a separate written risk assessment is required for every activity” and that “School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.”

Examples of where a risk assessment control sheet are needed include school trips off-site, activities which contain a higher than normal level of risk e.g. activities involving potentially dangerous equipment (such as use of saws in technology), physical activities where the risk of accidents is increased (such as using the adventure playground).

If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out and a risk control sheet completed.

However, it is not necessary to carry out a new risk assessment for every activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as the swimming pool or games field. An annual (or more frequent if there is a significant change) review to make sure the precautions identified in the generic risk assessment for the activity is sufficient.



Types of Risk Assessment

There are 3 types of risk assessment:

- **Generic**: general school policies on risks and hazards and how they are dealt with.
- **Specific**: specific risk assessments made in response to a specific event or circumstance
- **On-Going (Sometimes Called Continuing or Dynamic)**: the continuing risk assessment as circumstances change.

The Risk Assessment Process

The following six stages should be followed when undertaking a risk assessment:

1. Identify the hazards
2. Identify who may be harmed
3. Evaluate the risks
4. Identify the control measures needed to reduce the risk to an acceptable level
5. Record your significant findings on the Risk Assessment Control Sheet (Appendix 1)
6. Review your risk assessment after the event (or regularly in the case of an ongoing risk).

Identifying Hazards

One of the most important aspects of your risk assessment is accurately identifying the potential hazards.

When thinking about the hazards consider what is it about the activities, processes or substances used that could cause injury or harm to health.

Identifying who may be harmed

For each hazard you need to be clear about who might be harmed e.g. pupils or staff (or others who may be present, such as contractors or visitors - it will help you identify the best way of controlling the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. children passing in the corridor).

Evaluating the Risk

When Assessing risks, two factors have to be assessed:

- How serious an injury could be; and
- The likelihood of it occurring.



Levels of Risk

- High Risk: Could be a very serious injury with a high probability of it occurring
- Medium Risk: Could cause a serious injury, but unlikely to occur; or less serious injury but likely to occur.
- Low Risk: A slight injury but unlikely to occur.

To assess whether a risk is low, medium, or high apply the following steps:

1. Assess how serious an injury could be:

- 5** = Very high potential for death.
- 4** = High potential for a reportable injury.
- 3** = Moderate, causing injury or disease capable of keeping a person off work for 3 days or more, may require reporting.
- 2** = Slight, causing minor injuries e.g. able to work after first aid.
- 1** = No risk.

2. Assess the likelihood of the risk occurring:

- 5** = Very likely, almost certain.
- 4** = Likely to occur, i.e. easily precipitated by slight carelessness.
- 3** = Quite possible, only likely to occur if caused by outside event, e.g. a slip, or a light not being on.
- 2** = Low or minimal likelihood.
- 1** = Not likely at all.

3. Multiply the 2 to give a scale as follows:

- 1 – 8** = low risk
- 9 – 17** = medium risk
- 18 – 25** = high risk

When evaluating the risks in school it is also necessary to consider:

- The environment that activities will take place in.
- The qualifications and experience of those supervising the activity.
- The suitability of equipment, and
- The age, ability, aptitude, and experience of the pupils



Identifying the control measures

Having assessed the risks, it is important to manage the identified risks in such a way as to:

- Avoid them; and
- Do what is reasonably practicable to minimise their effect.

Such measures might include:

- supervision of the pupils
- protection and
- training

Reviewing the risk assessment

Risk assessments should be regularly reviewed, or in the case of risk assessments in response to an event (e.g. a school trip) reviewed after the event to assess:

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have you spotted a problem?
- Have you learnt anything from accidents or near misses?



LYNDHURST SCHOOL
 Risk Assessment Policy
Risk Assessment Control Sheet (Appendix 1)

Risk Assessment for		Assessment completed by:	
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Date		Other information	
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Hazard	Who is at risk	Assessed level of risk*	Control measures

Approved by:	Position:	Date:
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Periodic or Post-event Review:	Reviewed by:
	Date:

The School's Risk Assessment Policy should be followed when completing this control sheet.



LYNDHURST SCHOOL

Risk Assessment Policy

Risk Assessment Control Sheet (Appendix 1)

**See below for risk assessment score*

Notes:

Assessed Level of Risk

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