



RISK ASSESSMENT - WHOLE SCHOOL POLICY (inc. EYFS)

Owner	Bursar
H	Head
Dated	Autumn i, 2023
Review	Autumn I, 2024

Related policies:

- Health and Safety Policy
- Offsite Educational Trips and Visits Policy and Procedures (Incl. EYFS)
- Onsite events policy
- First Aid Policy

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1 Introduction/ Aim

This is a whole School policy and applies to all members of Derby High School.

Derby High School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place.

Our highest priority is ensuring that all operations within the School are carried out in a safe manner that complies with the law, and also demonstrates best practice.

2 Legal Requirements

The School recognises its duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees. The School also has a duty to ensure that persons not in its employment who may be affected are not exposed to risks to their health or safety (e.g. pupils, visitors, contractors etc.).

This Policy will deal with the requirements under the Management of Health and Safety at Work Regulations 1999 for the School to make a suitable and sufficient assessment of:

- The risks to the health and safety of employees whilst they are at work; and
- The risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertaking (i.e. pupils, visitors, contractors etc.).

For the purpose of identifying the measures it needs to take to comply with the requirements imposed upon the School by or under the relevant statutory provisions.

The law does not expect us to eliminate all risk, but we are required to protect people as far as 'reasonably practicable'.

The purpose of this Policy is to provide a structured approach to suitable and sufficient assessment of risks for all School premises, activities and events.

3 Definitions

Risk Assessment: a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Hazard: something with the potential to cause harm, i.e. Ill health, personal injury, damage to plant/equipment/property/environment. A hazard can include objects, substances, living organisms, plant or machinery, methods of working (such as work at height, lone working etc.), the working environment, and other aspects of work organisation.

Risk: the chance or the likelihood that somebody will be harmed by the hazard. The extent will depend on:

- The likelihood of that harm occurring (e.g. high, medium, low etc.); and
- The potential severity of that harm (e.g. high, medium, low etc.).

Significant Risk: a significant risk is one which could foreseeably result in harm.

Competence: the knowledge, experience and ability to undertake the task. The following are factors to be taken into account when assessing competence: experience, maturity, ability to evaluate, formal qualifications, and whether that person has received adequate information, instruction and training.

So Far as is Reasonably Practicable: the degree of risk must be balanced against the time, trouble, and cost involved in taking measures necessary to eliminate or reduce the risk.

Practicable: whatever is technically possible in the light of current knowledge. The time, trouble, and cost are not taken into account in these cases.

Suitable and Sufficient: risk assessments must be suitable and sufficient. i.e. they must demonstrate that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the obvious significant risks, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low; and
- you involved your workers or their representatives in the process.

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work.

Your risk assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks.

Risk Assessor: a Head of Department/ Bursary, or other member of staff that has been nominated by their Line Manager to complete area/activity/event risk assessments for their department. It should be noted that in order to be deemed as competent, Risk Assessors should have vocational knowledge/experience of the areas/activities that they will be expected to risk assess and must have completed risk assessment training.

Risk control measures: the measures and procedures that are put in place to minimise the consequences of unfettered risk.

4 Identification of Areas, Activities, Events, and Educational Visits that Require a Risk Assessment

Accidents, injuries, and work-related ill health can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense focusing on prevention as an active part of the planning process, rather than reacting when things go wrong.

It is the responsibility of Heads of Department/ Bursary to liaise with their department staff (and the Bursar's Assistant where necessary) to ensure that suitable and sufficient area, activity, event, and/or educational visit risk assessments are undertaken and recorded for their areas of responsibility. The Bursar's Assistant will also oversee that each department are completing and reviewing their risk assessments, as required. This will normally include:

- Area risk assessments to cover the buildings, premises, grounds etc. Particular attention should be paid to higher risk areas such as labs, workshops, kitchens, dining halls, internal/external sporting facilities, and vehicle movement areas etc.;
- Activity risk assessments for practical teaching activities, science experiments, sporting activities, use of tools/equipment/machinery, cleaning/maintenance tasks, work at height, manual handling, lone/remote working etc.;
- Event risk assessments for School held/ organised events, e.g. open evenings, concerts, productions/parent assemblies, sports days etc. (*please refer to the On Site Events Policy for further details*); and

- Educational Visits (*please refer to the School's Offsite Educational Trips and Visits Policy and Procedures (Incl. EYFS)for further details*).

5 Conducting a Risk Assessment

Once areas/activities have been identified for risk assessment, it is the responsibility of the Risk Assessors to carry out the risk assessments and record the significant findings on a risk assessment form (Appendix 1). *N.B. for general area/activity risk assessments, the risk assessment template in Appendix 1 will be used by the school going forward, however, there will be some older risk assessment templates in circulation until they are next required for review. Note, there are some specialist risk assessments (e.g. fire risk assessment, legionella, DSE) whereby this general risk assessment template will not be applicable.*

For Events, it is the responsibility of the **Event** Leader to carry out and record the risk assessment (*please refer to the On Site Events for further details*).

For Educational Visits, it is the responsibility of the Trip Leader to carry out and record the risk assessment (*please refer to the School's Offsite Educational Trips and Visits Policy and Procedures (Incl. EYFS) for further details*).

The aim of the risk assessment is to eliminate the risk, or where the risk cannot be eliminated, reduce the risk 'so far as is reasonably practicable'. Risk assessments need to be suitable and sufficient; the level of detail in the risk assessment should be proportionate to the risk.

When completing the risk assessment, it is very important that staff familiarise themselves with minimum legal requirements and industry practice where relevant. Staff should consult relevant legislation, Approved Codes of Practice (ACOPs) and guidance documents (available from the [HSE website](#)), as well as any available industry guidance (e.g. CLEAPSS, DATA etc.). Risk Assessments should also uphold existing school policies.

Some organisations such as CLEAPSS provide model risk assessments. When utilising model risk assessments, it is important to recognise that these are just that, model risk assessments. These will provide control measures for a typical situation where they might apply, but these then must be applied to the school's own environment and working practices. Further guidance on using CLEAPSS model risk assessments can be found on the CLEAPSS website.

When completing an area, activity, event and/or educational visit risk assessment, staff should follow the methodology known as Five Steps to Risk Assessment, provided by the Health and Safety Executive (HSE) as outlined below.

HSE's Five Steps to Risk Assessment

Step 1 – Identify the Hazards

The first step for staff is to identify the hazards associated with the area, activity, event or educational visit that is being assessed, and record them in the 'What are the hazards' column on the Risk Assessment Form (Appendix 1). A hazard can include objects, substances, living organisms, plant or machinery, methods of working (such as work at height, lone working etc.), the working environment, and other aspects of work organisation.

Wherever possible, the risk assessment should be carried out in the area of interest (i.e. it should not be done sat at a desk), and should involve other relevant staff where deemed necessary in order to gather information on possible hazards and existing/further risk control measures.

Where an area, activity, event, or educational visit involves children (i.e. those under 16), and/or young persons (i.e. those aged 16 and 17) then staff should identify this as a specific hazard on the risk assessment (i.e. due to their lack of knowledge, experience, emotional/physical maturity, and risk perception; and the likelihood of horseplay), and provide details of existing risk control measures and any further risk control measures required. Example risk control measures may include provision of an area-specific health and safety induction, supervision, one-to-one supervision for certain tasks, ongoing training, code of conduct, and/or any prohibitions necessary.

Step 2 – Decide Who Might be Harmed and How

For each of the hazards, staff should think about who could be harmed and how; and list the groups of people who are at risk, with some examples of how they could be harmed, in the 'Who might be harmed and how' column on the Risk Assessment Form (Appendix 1).

For example:

Staff

Pupils

Parents

Visitors

Contractors

Young persons (those aged 16 and 17)
Children (those under the age of 16)
Disabled persons
New and/or expectant mothers
All (where anybody could be affected)

Step 3 – Evaluate the Risk

Firstly, staff should consider what is already being done to reduce the risk – i.e. what risk control measures are already in place, and record these on the ‘What are you already doing to reduce the risk’ column on the Risk Assessment Form (Appendix 1).

Based on the existing risk control measures that are in place, staff will then need to assign a risk level of either high, medium or low, and record this in the ‘Risk level’ column on the Risk Assessment Form (Appendix 1).

Regardless of the level of risk, staff will then need to consider whether there are any further risk control measures that can be introduced in order to reduce the risk so far as is reasonably practicable, and record these in the ‘What further action is necessary’ column on the Risk Assessment Form, together with full details of what action is required on the Action Plan.

Step 4 – Record the Significant Findings

Staff must record the significant findings on the Risk Assessment Form (Appendix 1).

Where personal protective equipment (PPE) is identified as an existing/further risk control measure, staff should clarify exactly what items and what type of PPE are required. For example, stating ‘suitable PPE to be worn’ is not sufficient. The items of PPE to be worn for the task should be clearly stated. Stating ‘eye protection required’ is not sufficient. Staff must be clear on what type of eye protection is required, e.g. glasses, goggles etc. and should also state the relevant standard – e.g. ‘safety glasses to EN166 1.F must be worn’. Staff should seek advice from the school’s chosen PPE supplier, or the Bursar’s Assistant where required.

It is the responsibility of Heads of Department to ensure that the findings of the risk assessments are fully implemented, and that any further risk control measures required (i.e. as specified in the Action Plan) are actioned within a reasonable timeframe. Any actions that cannot be resolved at department level should be escalated to a member of the Bursary immediately, as first port of call.

Step 5 – Review

Heads of Departments/ Bursary must ensure that all risk assessments within their area of responsibility are reviewed annually as a minimum (this is usually prior to, or at the beginning of, each academic year in the Autumn Term), and resubmitted to the Bursary. These should be updated and stored on the Shared Area (note that these should not be stored on the One Drive). N.B. event and educational visit risk assessments should be reviewed prior to each event/ educational visit.

In addition to this requirement, risk assessments must be reviewed if:

An accident, incident, or near miss has occurred;

There have been any significant changes (e.g. new legislation/ACOP/guidance, new machinery/equipment, changes to the environment, or changes to the way in which work is carried out); and/or

There is any reason to suspect that the risk assessment is no longer valid.

Risk assessments may be the subject of review by internal audit and by external agencies and action plans may be put in place as a result.

6 Dissemination of Risk Assessments and Feedback/Communication

Heads of Department/ Bursary are responsible for ensuring that the key findings of the area/ activity/ event/ educational visit risk assessments are communicated to relevant staff, and that such communication is recorded for audit and compliance purposes. This can be achieved in a variety of ways as follows:

- Staff could be asked to read and sign the risk assessments that are relevant to their role;
- Heads of Department/ Bursary could deliver short toolbox talks on risk assessments to individual staff members and/or groups of staff; and/or
- Through team meetings and/or department H&S meetings.

Any toolbox talks and/or team/ department H&S meetings used to brief staff on risk assessments must be recorded/minuted as evidence of training.

Staff should be actively involved in the risk assessment process, and also encouraged to provide feedback on completed risk assessments. This is an important step in the process as it encourages ownership and ensures a collaborative approach whereby

staff can provide feedback on the hazards identified and any existing/further risk control measures recommended.

It is the responsibility of Heads of Department/ Bursary to ensure that all new employees are made aware of the content of the area/ activity/ event/ educational visit risk assessments that are relevant to their role during the induction process.

There may also be instances where it is appropriate and necessary to share the key findings of risk assessments with pupils and/or their parents/guardians. For example, teaching staff should brief pupils on key hazards and agreed risk control measures prior to undertaking any practical activities as part of their lesson. For educational visits, it may be necessary to share copies of risk assessments with parents/ guardians (this would be especially important for any residential visits).

7 Storage of Risk Assessments

Risk Assessors must ensure that all risk assessments are logged on the staff Shared Area. Note that these should not be stored on the One Drive.

Upon review, previous versions of the risk assessments should be saved and archived for a minimum of 5 years for audit and compliance purposes. To caveat this, if a risk assessment has been gathered in relation to an accident investigation in relation to a child, then the risk assessment should be kept until that child's 21st birthday (as the limitation period for claims relating to accidents/injuries is typically 3 years, and the limitation period begins when a person turns 18 years of age).

8 Specialist Risk Assessments

In addition to general risk assessments to cover areas, activities, events and educational visits; there are a number of specialist risk assessments required. Details of who holds responsibility for arranging and/or completing these risk assessments is provided in Table 1 below:

Table 1: Responsibilities for Specialist Risk Assessments

Specialist Risk Assessment	Completed/Arranged by
Asbestos	Arranged by Bursary, completed by an external specialist
Control of Substances Hazardous to Health (COSHH)	Completed by Cleaning Supervisor, Heads of Department, Lab Technicians, or Bursary (as appropriate)
Disabled and temporarily disabled persons	Pupil related RA's are completed by Senior Leadership Team, Pastoral Leads, or Head of Primary (as appropriate) Staff related RA's are completed by Bursar, nominated representative, or Head of Primary (as appropriate)
Display Screen Equipment (DSE)	Completed by the Bursary
Driving for work	Completed by the Bursary
Fire risk assessment for the School premises	Arranged by Bursary, completed by an external specialist
First aid and administration of medication	Lead First Aiders Bursar Deputy Head Head of Primary Administration of medication completed in line with the First Aid Policy
Legionella	Arranged by Bursary, completed by an external specialist
New and expectant mothers	Bursar or nominated representative (as appropriate)
Stress	Bursar
Young persons (volunteering)	Organiser of the volunteering activity

9 Staff Compliance

It is the responsibility of Heads of Department/ Bursary to ensure that their staff are adhering to the recommendations and risk control measures specified in the risk assessments on a day to day basis. Staff may be subject to disciplinary action for contravening the content of risk assessments.

10 Training of Risk Assessors

Risk Assessors must complete Risk Assessment training, with refresher training provided periodically.

11 Appendix 1

Risk Assessment

Organisation Name:
 Location / Department / Activity:
 Risk Assessor's Name:
 Risk Assessment Date:
 Review Date:
 Version No.

Risk Rating System

Severity or most likely consequence

- 1 = Minor/ No Injury
- 2 = Lost Time Injury
- 3 = Major Injury/ Fatality

Likelihood of the incident occurring

- 1 = Unlikely/ Infrequent
- 2 = Possible/Occasional
- 3 = Likely/ Frequent

Risk Rating = Likelihood x Severity

- 1 or 2 = Low Risk/ Priority
- 3 or 4 = Medium Risk/ Priority
- 6 or 9 = High Risk/ Priority

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (H-M-L)	Additional Action Required (Yes / No)	Action Ref. No.

Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Completion Date

Date for Next Review: