

The Prepatoria Risk Assessment Policy.

Risk Assessment Policy

This policy is prepared to promote the health, welfare and safety of pupils, staff and visitors of The Prepatoria School and applies to The Prepatoria School and Nursery.

What is a Risk Assessment

A risk assessment is a careful examination of what, in your work, could cause harm to people and the environment, allowing you to weigh up whether you have taken enough precautions or should do more to prevent harm.

A risk assessment is an important step in protecting staff, pupils, visitors, contractors, the environment and The Prepatoria School.

The Risk Assessment Policy assists staff in focusing on the risks within their department, activities and the work they undertake. In many instances, straightforward measures can readily control risks; for example, ensuring staff have sufficient information when they are offsite, operating machinery or using chemicals, spillages are cleaned up promptly, so people do not slip, or good housekeeping is maintained to ensure people do not trip.

A printable risk assessment form is included within this policy.

When should a risk assessment be completed

The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of any significant risks arising out of the activities that The Prepatoria School undertakes.

Who is responsible for drawing up and checking risk assessments

The person leading the activity requiring risk assessment must write up the assessment. This should be given to the Principal for approval. Once approved the risk assessment must be shared with all participating adults.

Storing Assessments

Once the completed assessments have been shared with appropriate staff and pupils (if appropriate) they need to be filed in the Risk Assessment folders.

Staff are asked not to over write assessments, a new assessment must be written for each new activity.

Sharing of assessments and best practice will ensure that the assessments are improved and that staff have good, reliable information.

Definitions

A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, open drawer etc.

The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

How to carry out a risk assessment

The person carrying out the risk assessment should be competent to carry out the assessment and should be familiar with the HSE Guidance Note which can be accessed at <http://www.hse.gov.uk/pubns/indg163.pdf>.

Guidance can also be obtained from The Principal of the school, Jane Smalley. Further advice can be obtained from our Health and Safety providers, Citation or from our Insurers, Morton Michel Ins.

Step 1 – What are the hazards?

Consider how someone may be harmed, this will help to identify the hazards,

- Walk around the area to be assessed; think through your task or activity; ask other staff doing the task to share their ideas, concerns and experiences, consider the location, duration, purpose of your visit, are there long term health hazards associated with the task?
- Consult the manufacturer's instructions, safety data sheets, trade associations, associated websites etc.?

Step 2 – Who may be harmed and how?

Consider each hazard and who may be harmed and how they may be harmed.

- Who may be? Pupils, teaching, office, cleaning, maintenance, and/or security staff, visitors etc. Identify groups, which are more vulnerable such as young persons, the disabled, lone working staff, contractors, members of the public, etc.
- How? May be from tripping on a bag left on the floor, accessing a box from a high shelf, putting up displays from a step ladder, sports activity, noise, machinery, offsite trip etc.

Step 3 – What are you already doing?

Having spotted the hazards consider what is already in place to control them. Compare your list to good practice, is there more that could be done?

When controlling risks, apply the following principles, if possible in the following order:-

1. Can I remove the hazard altogether?
2. If not, how can I control the risks so that harm is unlikely?
3. Try a less risky option (e.g. switch to using a less hazardous chemical)
4. Prevent access to the hazard (e.g. by guarding)
5. Organise work to reduce exposure to the hazard (e.g. put barriers between pupils/staff and the works)
6. Issue personal protective equipment (e.g. clothing, footwear, goggles, etc.)
7. And provide welfare facilities (e.g. first aid, removal of contamination).

When assessing the risk you should ask, “**What further action is needed?**” Have the risks been reduced as far as possible or is there a need for more? For instance:

- You may consider that staff require refresher training on the machinery/task/activity.
- You may feel that before the trip goes ahead the ratio of staff to pupils should be increased. Without the increase in staff you could not go ahead with the trip.
- There may have been a change of legislation or best practice and therefore new equipment or additional equipment is required.

Step 4 – How will you put the assessment into action?

The completed risk assessment must be shared with the appropriate staff and where necessary pupils.

You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom.

Remember the assessment demonstrates how the event, task, activity etc. is to be managed. For example, staff to carry out inspection before use and information provided to staff and pupils via a briefing.

Step 5 – Monitor and Review

Monitor - There are a number of occasions, such as offsite activities, an event, a project etc. where it is recommended that an evaluation be carried out. If you evaluate an activity remember to record this and ask, do I need to change the assessment in light of this evaluation? If so, a new risk assessment should be written, approved and shared with the adults involved. This will ensure that all staff are aware of the changes required to maintain the health and safety of the children and adults.

Review - Few activities, classrooms etc. stay the same. Sooner or later a piece of new equipment, substance, procedure etc. is brought in; this can lead to new hazards and therefore the assessment will need to be reviewed.

Should no changes occur that you are aware of there will still be a need to review the assessment and it is suggested that the assessment be reviewed on an **annual basis**.

Here is a copy of our Risk Assessment Template for staff use. For ease, this is normally used and printed landscape. Digital and hard copies available.

Risk assessment template

Activity requiring risk assessment:

Nature of activity.		
Date of activity		
Children involved		
Adults involved		
Identify the risk factors/hazards	Identify the type of risks.	Score the risk if no action is taken.
Assess the likelihood of the risk occurring. 1 2 3 4 5 6	Assess the severity of harm. 1 2 3 4 5 6	Assess the risk after action taken. Activities scoring above 9 should not take place.
Action taken to reduce the risk.		

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Date.	Lead adult. I have read and understood the risk assessment.	Accompanying adult. I have read and understood the risk assessment.	Accompanying adult. I have read and understood the risk assessment.

Evaluation.

Please use the reverse of this sheet to identify any problems encountered. Amend the Risk Assessment accordingly. Provide a new copy to the Principal and all other involved adults.

Prepatoria Core Values:

Respect for All, Quality in all Areas, Achieving Educational Excellence, Maintaining Uniqueness Developing a Professional workforce.