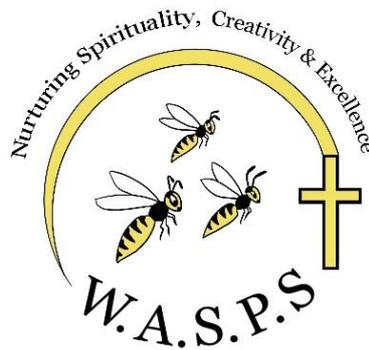


Risk Assessment Policy

at

Weston All Saints Primary School



The Partnership Trust



This policy is written in reference to the Christian Foundation of the school.

'Nurturing spirituality, creativity and excellence'

I can do all these things through Christ who strengthens me –
Philippians 4:13

Approved by:	LGB	Date:	April 2022
Last reviewed on:	March 2022		
Next review due by:	September 2022		

Introduction this contains info from WASPS old policy from 2018 – all content copied in

All organisations face risks associated with the occurrence, or non-occurrence, of events which are beyond the organisation's control and which could cause loss or damage to property, personnel, reputation and/or the ability to deliver services and achieve strategic objectives.

Risk management is the process by which these risks are identified and managed. Risk assessment is the core of effective management of health and safety. Every person within our school community has a significant contribution to make to ensure that our school is a safe and healthy place to be.

This policy sets out the key principles underpinning the school's approach to risk management; documents roles and responsibilities; outlines key aspects of the risk management process; and identifies reporting procedures. This policy was last reviewed in December 2021.

Key Principles

The school considers that effective risk management lies in good organisational practice, supported by effective management and good governance.

Key risk indicators are identified and evaluated on a regular basis, giving consideration to both the probability of occurrence and the potential impact on the school, and effective controls are put in place to ensure that these are managed to an acceptable level.

It is acknowledged that some risks will always exist and will never be eliminated.

Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Aims and Objectives

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

Legislation and statutory guidance

1. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)

- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are **required** to have in place can be found in appendix 1 of this policy.

Main Body of the Policy

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, 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.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will be carried out by a designated member of staff (Site Manager and Caretaker) 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 make themselves and any other people potentially affected safe. They will then notify the Site Manager or caretaking team and the Health & Safety Lead and ensure that a record is made in the Incident Record Book. The Headteacher is then responsible for ensuring that any necessary action is taken.

Roles and Responsibilities

Roles and Responsibilities of Governors

The Governing Body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Partnership Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The Headteacher

- The Headteacher or in the Headteacher's absence the Deputy Headteacher, 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 the particular needs of a child, member of staff or other visitor necessitate this
- The Headteacher 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
- The Headteacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)
- The Headteacher is responsible for ensuring that specialist training is offered to those whose work requires it

Senior Leadership Team

The Headteacher, with the Senior Leadership Team has responsibility for ensuring that the Risk Management Policy is implemented and for co-ordinating risk management activity across the school.

The Headteacher will provide assurance to Governing Body that:

- Risks have been correctly identified and evaluated
- Key risks are being managed appropriately
- Control measures and other responses to risks are operating effectively
- Management is properly reporting the status of key risks and controls

The Headteacher will provide an annual report on risk management to Governing Body.

School staff and volunteers

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety.

School staff are responsible for:

- Taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher, the Compliance Manager and other members of the SLT in order to enable the Governors to comply with their health and safety duties.
- Reporting any accidents, near misses, risks or defects to the Headteacher, Site Manager or Health & Safety Lead
- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments

Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

Risk Assessment Process

Risk Assessment is the identification, evaluation and examination of the levels of risks involved in a situation or activity that could cause harm, and the decision-making process to ascertain whether or not adequate precautions have been taken to minimize this risk to acceptable levels.

Definitions:

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	The key safety measures in place to prevent people being harmed during an activity or while on the school premises

When assessing risks in the school, we will follow the process outlined below.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

Risk identification is an inclusive process, as it is the staff involved with the school's day to day operations who best understand the risks faced, and their actions and communication will be key to the management of those risks.

All our risk assessments are documented and we aim not to overly complicate them.

Activities which present a hazard will be identified on an on-going basis.

Control measures will be identified and implemented, by all staff, children and persons likely to be affected by the activity.

The risk assessment will be reviewed when there is a significant change to the activity or equipment being used.

The names of any individuals for whom the risk may be increased due to their physical, social or academic need are recorded, together with specific safety measures to be in place for those individuals.

Risk assessments are sent to the Headteacher for review and authorisation as appropriate.

Following a risk assessment, we will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures.

A risk assessment file is stored in the Compliance Manager's Office. It contains copies of the various risk assessments we have in place for a range of locations and activities within the school site, off-site visits and excursions and the dates for reviews.

Risk Assessments are available for staff to read on T:Drive.

Risk Assessments for specific pupils and staff situations are confidential and only shared with those who need to be aware of these risks.

Which areas Require Risk Assessments?

There are a number of Risk Assessments which are required by law. A table of these can be found in appendix 1 of this policy.

The Compliance Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos

- Legionella (every two years)
- Gas safety
- Electrical safety

There are numerous other activities carried out at Weston All Saints C of E Primary School which require a separate risk assessment.

The most important of these cover:

- Site Security
- Site Team activities
- Catering
- Educational visits and trips
- Site usage e.g. the classrooms, the swimming pool, the lake, communal and playground areas
- Some Science activities
- PE and Sport Activities
- Staff well-being, stress and expectant mothers and return under 'fit for work' limitations issued by GP

To help us carry out effective risk assessments and assess all risks adequately, staff make use of the Risk Assessment template provided by The Partnership Trust.

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school.

Our First Aid Policy outlines the procedures for treating pupils, staff, parents and visitors who may need first aid while on the premises and for managing children's medication.

We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the boiler room, and that they must only visit certain areas on site e.g. the lake, when accompanied by an adult.

Pupils do not have access to the catering, maintenance and cleaning stores of the school.

All medicines and flammables are kept securely in locked sheds or cupboards.

Monitoring and review arrangements

A Risk Assessment Register has been created and will be kept up to date by the Compliance Manager.

Risk assessments are written as needed and reviewed by the person with the required experience, specialist knowledge and closest involvement in the activity.

All risk assessments are reviewed annually or sooner if there is a change in the use of a room or activity or in the event of an accident. These changes are recorded.

Risk assessments can be found on the Teachers' area of the school network where they can be easily adapted and updated as required.

6. Links with other policies

This policy links with the following policies and procedures:

Health & Safety Policy

Premises Management Policy

Child Protection & Safeguarding Policy

First Aid Policy
Fire Safety management Policy
Health & Safety in PE, Science and D&T policies
SEND Policy

6. Publication of Information

This is not a confidential document and may be viewed on the school's website.

7. Monitoring and review

This policy will be reviewed **annually** by the Compliance Manager. At every review, it will be approved by the Headteacher.

This policy will be reviewed by the Compliance Manager every year and approved by the Governing Body.

Policy Revision History

Policy version	Author	Approval
V.1 2017		
V.2 April 2018		
V.3 Dec 2021 (revised)	H Folkes	
V. 4 April 2022 (revised)	H Folkes	

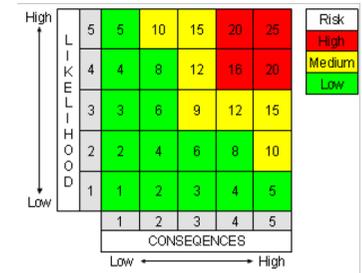
Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18	✓	H Folkes	June 2022
Asbestos	✓	Somerset Scientific Services	Nov 2021
Substances hazardous to health	✓	H Folkes	June 2022
Display screen equipment	✓	H Folkes	April 2022
Fire	✓	Sterling Technical Services 2019	Summer 2022
First aid	✓	H Folkes	October 2022
Manual handling	✓	H Folkes	June 2022
Working at height	✓	H Folkes	June 2022
Children being drawn into terrorism	✓	M Snook	March 2023
Swimming pools (if applicable)	✓	H Folkes	September 2022

Appendix 2: The Partnership Trust's Risk Assessment template

ACADEMY SCHOOL NAME	WASPS		
Name of assessor		Date:	
Risk Assessment of			



What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	New risk rating (Residual)			Action / monitored by whom?	Action/ monitored by when?
				L	C	R		L	C	R		
Review				Signature								