



# Risk Assessment Policy

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## Aims

Assist all members of our community in minimising the risk of harm to pupils and staff in school, visitors and members of the public.

Monitor and evaluate risks, adopting a whole school approach to their assessment and management.

Prioritise risks and consult relevant parties e.g. staff, parents, carers, pupils and outside agencies.

The effectiveness of each accompanying risk assessment will be reviewed and, where necessary, revised in order to reduce future risk.

## Risk Assessment Process

- Identify hazards
- Assess the risks
- Control the risks
- Record your findings
- Review the controls.

## Risk Assessment Procedure

Identify hazards in relation to:

- Young people – consider how the social, emotional and behavioural difficulties experienced by our students might impact on risk to self and others.
- Environment – inside and outside.
- Security and safety procedures.
- Off-site activities.
- Equipment.

When thinking about a risk assessment, remember:

- A hazard is anything that may cause harm, e.g. a physical condition which can make the school unsafe; eg. slippery floor - unsafe acts such as rushing, horseplay, taking shortcuts.
- Unsafe omissions such as a failure to follow safe systems of work or wear protective equipment can also be termed hazards.
- The risk is the potential, high or low, for somebody to be harmed by the hazard, together with an indication of how serious the harm could be.



## Hazard Identification

Staff should identify all the hazards relevant to the activity. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document.

Possible hazards include:

- Biological agents
- Display screen equipment
- Manual handling operations, lifting and handling of heavy objects
- Hazardous substances
- Locations beyond the school i.e Outside trips

Other hazards to consider include:

- Lone – or out of hours working
- Slipping / tripping hazards
- Electricity
- Noise, dust, temperature extremes
- Fire / explosion, tools, machinery, pressure systems, compressed gases, work at height, confined areas, vehicles, irregular or unusual activities such as maintenance or repair work.

Hazards induced by people include:

- Working on a one – to – one basis
- Working in secluded areas
- Risks resulting from irrational behaviour or horseplay
- Risks resulting from poor anger management

## Whom may be affected?

- pupils
- School staff,
- contractors, other agency workers and visitors to the school and parents
- expectant mothers
- those who may not be directly involved with the activity but who may still be affected by the process
- members of the public.

## Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the controls to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

## Risk Control

Decide what controls are necessary to reduce the risk to individuals. The steps controlling the risks are:

- **Avoid, substitute or reduce the hazard** – evaluate whether or not the hazard can be avoided or altered to reduce the likelihood of risk



- **Procedural controls** – evaluate whether or not the procedure can be altered to avoid or reduce the risk. Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- **Pupil management** – staff need to be aware of each pupil's needs
- **Setting management** – such as the monitoring of exits and entrances
- **Additional staff** – can an additional person be utilised to avoid or reduce the risk?
- **Personal Protective Equipment** – consider the value of using such items as gloves, over garment or a hat
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire.
- **Health Surveillance** – are our staff and pupils physically able or sufficiently fit to engage in the planned activity?

Monitor the control measures you have instigated to ensure that they are effective and implemented correctly.

### **Record Your Findings**

Record the significant hazards and conclusions using the appropriate risk assessment form.

### **Assessment Review**

The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different students or staff, new procedures, substances or equipment.

This policy and procedure should be considered in conjunction with other policies and procedures relating to Health and Safety and implemented by the School.

This review: MS/GM October 2023