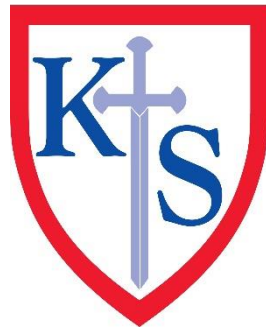


Kingsland CE Primary School

Risk Assessment Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God’s children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

May 2024

Kingsland CE Primary School

Risk Assessment Policy

Date for full implementation: May 2024
Review date: May 2027



Policy Statement

The Governors of Kingsland CE Primary School are fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but also best practice. The School is committed to assessing the risks to our employees, pupils, visitors and wider community who could be affected by our activities.

Policy Aims

The aim of this policy is to:

- protect both the School and individuals (including pupils and employees) from unnecessary risks by ensuring risks are properly identified and managed
- ensure consistency of approach and management across the wide range of activities that the School is involved in

What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unregulated risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella). Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong.

Risk Assessments need reviewing and updating regularly. A “library” of Risk Assessments is maintained by the School office, and an electronic copy of this information is held in ‘common staff’ for information for all school staff.

Why have Risk Assessments?

By focusing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective.

Which areas of learning require Risk Assessments?

There are numerous activities carried out in School, many of which require its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits
- EYFS settings

However, risk assessments are also needed for many other areas, including:

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art
- Music – noise
- Drama and productions
- Theatre Productions
- Social Events/Functions – in and out of school
- Medical and First Aid
- Classrooms
- Physical Education Equipment
- Kitchen
- Cleaning
- Caretaker
- Pregnant workers

- External contractors
- Site Security
- Slips and Trips
- Noise
- Ladders and Heights
- Gas
- Electricity
- Water
- Child Protection (See Welfare and Safeguarding Policy)
- Manual Handling
- Electrical Equipment

This is not an exclusive list.

Conducting a Risk Assessment – Responsibilities

Overall responsibility for risk management within the school is with the Governing Body. The full Governing Body have delegated the overseeing of risk and H&S to the Safeguarding Committee for strategic decisions and to the Headteacher for operational management of Health, Safety and Risk.

Risk assessments are practical tools designed to assist teachers and support staff who are in charge of an outing, activity or event inside or outside of the school. There is a standard Risk Assessment template.

The teacher leading the activity / visit is responsible for undertaking the Risk Assessment, at least two weeks prior to the event. It is also their responsibility to pass the Risk Assessment onto the Headteacher for authorisation.

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 in order to enable the Governors to comply with their legal health and safety responsibilities.

All members of staff are responsible for reporting any risks or defects to the Headteacher immediately.

Assessing Risk

When conducting a risk assessment in any area, consideration should be given to the likelihood any hazard could potentially cause harm. This will determine what action needs to be taken to reduce the risk. Even after all precautions have been taken, some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks LOW. Kingsland CE Primary School will cease any activity or event where the risk is deemed to be HIGH.

In order to determine the low/medium/high risk status, consideration has to be given to the severity of the consequence of the situation occurring and the probability of a situation occurring. The severity and probability scores are then multiplied together to produce a “Risk Rating”, as shown below:

Severity		Probability		Risk Rating
1: Minute 2: Minor 3: Moderate 4: Serious 5: Catastrophic		1: Rare 2: Unlikely 3: Possible 4: Likely 5: Very likely		S x P = RR
Risk Rating	Risk Level	Managerial Action	Risk Result	
1 - 5	LOW	Monitor, no action normally required	A = Risk Level & Controls <u>A</u> ceptable	
6 - 10	MEDIUM	Attempt to improve controls so far as is reasonably practicable		
11 - 25	HIGH	Priority action to be taken to apply control measures	N = Risk Level & Controls <u>N</u> ot Acceptable – Further Action Required	

Actions to minimise risk – control measures – should be recorded and actioned. The Risk Assessment should then be passed to the Headteacher for authorisation. All means of restricting or avoiding risk should be considered. Where an event/activity is identified as HIGH risk further action will be required or else it will not be allowed to continue.

It is the responsibility of the teacher leading the activity to ensure that all adults involved in the activity have read and understood the relevant Risk Assessments and actions required before the activity commences.

Risk Assessments for out of county school visits should be uploaded onto EVOLVE, to be assessed by the LA and Headteacher, at least two weeks before the visit.

Reviewing Risk Assessments

All risk assessments should be regularly reviewed. Risk assessments should also be reviewed in the event of an accident / incident. New Risk Assessments should be created for each new activity / visit.

Risk Assessment Templates

Using a standard Risk Assessment template across the school enables a clear understanding and interpretation of their meaning. It also ensures that Risk Assessments can be completed quickly and subsequent controls implemented immediately.

The School's previous Risk Assessments have been created in consultation with the Local Authority and 'All Safety Matters Ltd'. The School's new Risk Assessments will be conducted using the School's Risk Assessment template (see below).

The school continues to liaise with All Safety Matters Ltd with all matters of Health and Safety, and Risk Assessments.

Assessment Authorised by Headteacher

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Name: S Debenham		Signature:		Date: