



# RISK ASSESSMENT POLICY



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<b>Next review</b>	March 2023	

## **Risk Assessment Policy**

### **Scope of document**

This document outlines how we will manage risk both indoors and outside.

### **Best working practices**

- Staffing levels and staff training
- Policy and procedures
- Space and resources

### **Daily Considerations**

- Wear and tear; space and resources
- Organisation, setting up and storage
- Effects of changes to provision/routines/staffing
- Agreed procedures for adults and children
- Clear policy with regard to first aid/emergency
- Agreed response to weather conditions

### **What is a hazard?**

- A hazard is something that has the potential to cause harm such as water, steps, surfaces, cluttered walkways, plants, weather, electrical items, sharp tools, broken resources.

### **What is a risk?**

- Risk is the potential of the hazard to cause harm. (The level of risk is dependent on the circumstances).

### **Why do we manage risk?**

- Is it a legal requirement
- We have a duty of care and due diligence
- It enables children to access opportunities

### **How do we manage risk?**

- Identify the hazard
- Determine the level of risk
- Manage the risk by eliminating the hazard or putting controls in place
- Monitoring the controls
- Review the process regularly.

### **What will we do to manage risk**

- All staff will be involved in assessing risk and will collaborate to develop risk assessments for key areas within the school.
- Risk assessment will be reviewed annually or when change of circumstances eg. new equipment.

- All staff will be involved in and responsible for managing and controlling risk whilst indoors and outdoors. (E.g. if you see a hazard either remove it or make the area safe again).
- Environments and activities will be consistently reviewed to ensure safety at all times.
- All staff will remind children and demonstrate how to use tools and equipment safely.
- All staff will remind children not to put things in mouths, ears and up noses.
- All staff will remind children and demonstrate how to use the water play safely.
- All staff will ensure that extreme weather clothing, footwear, hats and suncream is available when necessary.
- All staff will remind children and demonstrate how to move around the school safely.

**We will have the following Risk assessments in place:**

1. Clubs/Activities
2. Trips/Visits to school
3. All school areas
4. Kitchen
5. Whole School risk assessment
6. COSSH
7. Health & Safety
8. Fire
9. All subjects
10. Playground
11. Mini bus
12. Swimming
13. Lone working
14. Maintenance
15. EYFS
16. GDPR/Privacy
17. 3<sup>rd</sup> party providers
18. Dangers from traffic when large numbers of pupils leave school when the school building is immediately adjacent to the school (NYCC provide the crossing person)
19. Dangers posed by other pupils and the risk of pupil-on pupil abuse, including the sharing of nude and semi-nude images

These are stored electronically on staff share/risk assessments.

**Responsibilities**

The Compliance Manager is responsible for the annual review of this policy and all members of staff are responsible for the implementation of this policy.

The Head Teacher and Senior Leadership Team are responsible for the management and arrangements for the risk assessment process at the School.

All staff are able to carry out or arrange general risk assessments for their class and or event/trip, with support and advice provided as necessary by the Compliance Manager , who in turn can be guided by Watson & Watson (Health & Safety Advisors)  
 Compliance Manager should ensure that risk assessors carry out suitable and sufficient risk assessments by ensuring that they:

- are competent to do so through suitable instruction and training;
- involve other workers in the process or activity being assessed;
- understand when specialist help and advice might be needed.

Staff must promptly communicate to the Compliance Manager situations where current control measures, procedures or work instructions are inadequate, supported by recommendations for remedial actions and improvements.

Compliance Manager/Headteacher should review findings and recommendations of risk assessment and develop action plans to implement necessary controls. Required actions, responsibilities and target completion dates are recorded on the risk assessment and updated when actions are completed to clearly identify the status of actions.

Risk assessments must be carried out by competent and responsible persons in consultation with applicable staff and the Compliance Manager for advice and guidance.

To support the risk assessment process and their duty to take reasonable care of their own safety, together with that of visitors, all members of staff are responsible for reporting any hazards, risks or defects to their Line Manager/Compliance Manager as soon as they are noted.

### Monitoring and Review

It is the responsibility of the staff to follow this policy. The Senior Leadership Team will carry out monitoring as part of the whole school monitoring system and H&S is both a weekly staff meeting and SLT agenda item. This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned. The Compliance Manager is the key contact for all Risk Assessments and for all queries regarding the management of Risk. The Headteacher has overall responsibility for Risk Assessment.

Safe Practice in Physical Education and School Sports' BAALPE /afPE

<http://www.afpe.org.uk/>

Safe Practice in School Swimming

Offsite visits

North Yorkshire Education Visits and Activities – northyorks.gov.uk

<b>Name of policy</b> Admissions Policy	<b>Policy reviewed/amended date</b> February 2022
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