



**RISK ASSESSMENT
POLICY
(INCLUDING EYFS)**

1.0 INTRODUCTION

- 1.1 Health and safety legislation requires every employer to carry out a “suitable and sufficient” risk assessment, but the way this is done must be appropriate and proportionate.
- 1.2 A risk assessment is nothing more than a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. It should identify practical actions that protect people from harm and injury and for most school assessments short bullet points work well.
- 1.3 A documented risk assessment is not required for every activity, neither does the law require that we eliminate all risk but to protect people as far as is ‘reasonably practicable’.
- 1.4 Therefore school arrangements for risk assessment should be proportionate to the level of risk involved with more consideration being given to significant risks (those with the potential to cause real harm) which need to be formally documented, rather than undertake excessive paper-based risk assessments of very low risk activities.
- 1.5 It is the responsibility of the Head to ensure risk assessments are conducted. The actual assessment process may be delegated to other members of staff and should be monitored by staff and governors to ensure that significant risks are being adequately controlled.
- 1.6 The Trust Board maintains a register of risks which might affect the governance of the school, these risks are rated using the 5 x 5 matrix (see section 5). Where a risk identified from any aspect of school risk assessment is deemed to present a risk to the school’s governance then it may be included within the Board’s Risk Register.

2.0 FEATURES OF RISK ASSESSMENTS

Risk Assessments should identify the following:

- hazards
- the persons who might be affected
- the level of risk
- what effective control measures could be put into place

Risk assessments should be recorded and communicated to those who might be affected.

3.0 HOW TO DO A RISK ASSESSMENT

There are no fixed rules on how a risk assessment should be carried out, but there are a few general principles that should be followed.

Five steps to risk assessment can be followed to ensure that your risk assessment is carried out correctly, these five steps are:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on control measures
4. Record your findings and implement them
5. Review your assessment and update if necessary

Step 1: Identify the hazards

In order to identify hazards you need to understand the difference between a ‘hazard’ and ‘risk’. A hazard is ‘something with the potential to cause harm’ and a risk is ‘the likelihood of that potential harm being realised’.

Hazards can be identified by using a number of different techniques such as walking round the workplace, or asking colleagues.

Step 2: Decide who might be harmed and how

Once you have identified a number of hazards you need to understand who might be harmed and how, such as people working in the school, or members of the public.

Step 3: Evaluate the risks and decide on control measures

After ‘identifying the hazards’ and ‘deciding who might be harmed and how’ you are then required to protect the people from harm. The hazards can either be removed completely or the risks controlled so that the injury is unlikely.

Step 4: Record your findings

Where there are 5 or more employees, it is a legal requirement that findings should be written down; by recording the findings it shows that you have identified the hazards, decided who could be harmed and how, and also shows how you plan to eliminate the risks and hazards.

Step 5: Review your assessment and update as and when necessary

You should never forget that few workplaces stay the same and as a result this risk assessment should be reviewed and updated when required.

4.0 POTENTIAL AREAS REQUIRING ASSESSMENTS

Whilst risk exists in all aspects of education certain activities require their risks to be assessed and identified controls to be recorded so that others are aware of these controls and able to follow and review these whilst undertaking the task.

A wide range of activities require their Health and safety risks to be assessed and where required recorded. Such activities may include: Working at Height, Legionella, Asbestos, Display Screen Equipment, etc.

The school’s Health and Safety Officer has the responsibility for ensuring specific Health and Safety assessments are undertaken as required.

Visits to external venues should be assessed in relation to the venue being visited, the activity being undertaken, the travel arrangements and those attending. Venues will be contacted to identify specific issues to ensure the visit lead can consider these as part of their assessment.

Children being taken on visits should be assessed for any risk issues they may individually bring to a visit, eg food allergy, physical ability, etc. Where such risks are identified the risk assessment should clearly identify the individual involved and the controls in place, eg Epipen for allergy.

Sports activities. Specific risks arising from the conduct of curriculum sports should be identified along with the controls identified to mitigate the issues. As detailed in the Visits section, sports venues should be contacted to identify specific risks arising from their activities.

Sports risk assessments should also reflect those taking part in the sport and where adjustments are being introduced that these are recorded in the assessment.

5.0 RISK RATING

To ensure that all risks are compared on a like for like basis they should be assessed using the following risk matrix. The following scale assesses risk on a 1 – 5 score for the Severity of the hazard should it be realised – multiplied by the Likelihood score, the chance of it happening.

Risk scoring = consequence x likelihood (C x L)

	Likelihood				
Likelihood score	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

For grading risk, the scores obtained from the risk matrix are assigned grades as follows

	1 - 3	Very Low risk
	4 - 6	Low risk
	8 - 12	Moderate risk
	16 - 25	High risk

Instructions for use

- 1 Define the risk(s) explicitly in terms of the adverse consequence(s) that might arise from the risk.
- 2 Determine the consequence score(s) (C) for the potential adverse outcome(s) relevant to the risk being evaluated.
- 3 Determine the likelihood score(s) (L) for those adverse outcomes. If possible, score the likelihood by assigning a predicted frequency of occurrence of the adverse outcome. If this is not possible, assign a probability to the adverse outcome occurring within a given time frame, such as the lifetime of a project.
- 4 Calculate the risk score the risk multiplying the consequence by the likelihood: C (consequence) x L (likelihood) = R (risk score)

6.0 RISK ASSESSMENT FORM

A blank risk assessment form can be found on the staff intranet. It should be copied and completed in soft copy as described above. The completed form should be emailed to the Head who will print out and sign two copies, one for the author of the form and the other for the hard copy files.