



# Long Lane Primary School

## Risk Assessment Policy

Date	Description
July 2024	Agreed by Operations Committee

<b>Review Schedule</b>	Two years
<b>Next Review</b>	July 2026

**Aims:**

It is not only a legal requirement, but also this School's firm belief that risks to health and safety should be controlled wherever possible through risk assessments. These are conducted in this school on a regular basis and cover all identified risks to our pupils, staff, buildings and grounds, in our daily routines and at all school events.

**Responsibility:****The Headteacher will:**

- ensure that a rigorous whole risk assessment system is in place.
- ensure that the principles and practices outlined in this policy are communicated to and followed by all staff.
- conduct risk assessments

**The Caretaker will:**

- conduct and adhere to risk assessments
- take action if new activities or new hazards occur on the school grounds or in the school building
- ensure contractors complete risk assessments before

**Classroom teachers will:**

- adhere to current school risk assessments
- take action if new activities or new hazards occur during school activities
- conduct risk assessments:
  1. in their classroom
  2. before a school trip or off-site activity
  3. before practical science, DT and art sessions as appropriate

**All staff will:**

- adhere to current school risk assessments
- take action if new activities or new hazards occur during school activities

**Governors will:**

- appoint a H & S Governor
- delegate powers and responsibility to the Headteacher to ensure everyone complies with this policy.

Risk assessments will be obtained and utilised from individuals, groups and organisations who are on site and relevant information about pupils will be shared with them, as appropriate, to ensure safety and welfare.

**Policy Statement:**

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.
- **Risk control measures** are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk assessments will be completed by staff or others who are carrying out the activity or task and approved by someone suitably qualified. (See attached proforma).

### **Procedures**

All staff and associated stakeholders should familiarise themselves with the accompanying document entitled "*Guidance and Procedures*".

#### ***Linked Policies:***

*First- aid*

*Fire Safety*

*Control and restraint*

*Health & Safety*

*Health & Well-being*

*Administration of medicines*

*Manual Handling*

*Off-site activities*

*Subject policies (PE, Science etc)*

*Arson Prevention*

*Lone working*

### **Guidance and Procedures:**

It is the responsibility of all staff and governors to take action if new activities or new hazards occur in the school or on school business. This action is to make an initial assessment of the new risk and report to the school office for this to be formalised and further action to be taken by senior management team if necessary.

**Frequency:** Formal, regular risk assessments (e.g. H&S audit) are normally conducted on a termly basis. More frequent checks may be required if higher risk areas are identified. At any time, newly discovered hazards should be immediately reported to the school office for attention by the appropriate person or agency.

**Reporting:** All staff are aware of the need to report major hazards as soon as they are identified. All staff in turn will be notified by email or display of any major new hazard when reported.

There are two main types of risk assessment; **generic and specific**.

- **Generic risk assessments should be completed for hazards or activities common throughout the school.**
- **Specific** risk assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate.

The essential steps that are taken to comply with this policy and detailed in the Workplace Health & Safety Risk Assessment (attached) are:-

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

### **Who May be Affected?**

Consider pupils, students, trainees, expectant mothers and those who may not be directly involved with the activity but may still be affected by the process. This may include cleaning or office staff, contractors or parents. Or when outside the school boundary, 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 need to be addressed. Where risks are already controlled, monitor the effectiveness of the control 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 to controlling the risks are as follows:

- **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood or risk?
- **Substitute or replace the hazard**
- **Procedural controls** – can the procedure 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?
- **Child management** – make sure that the staff are aware of each child's needs.
- **Setting management** – such as the monitoring of exits and entrances.
- **Additional equipment/staff** – can a lifting device or an additional person be utilized to avoid or reduce the risk?
- **Personal Protective Equipment** – consider the value of using such things as gloves over garments.
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident or incident.

The Headteacher monitors the control measures instigated to ensure that they are effective and implemented correctly. Significant issues relating to H & S are reported to the Operations Committee in a timely manner.

## **Risk Assessments for taking children off site**

Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma which is available of the school network (S:\Offsite Activities). Before it can take place the activity must be authorized by the headteacher via the online portal <https://evolve.edufocus.co.uk/>

## **Specialist Risk Assessment**

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

- Fire safety
- Asbestos
- Legionella
- Electrical safety

## Workplace Health & Safety Risk Assessment



**School:** Long Lane Primary School

**Date:**

**Job or Work Activity Being Assessed:**

List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Any further action needed?	Action by Whom?	Action by?	Done
Working at height						
Slips/trips/falls						
Security of the site						
Movement of vehicles around the site						
Asbestos						
Fire/ Emergency access						

Storage of contractor equipment and materials						
Manual lifting and carrying						
Lone working on site by contractors and staff						

**Risk Assessment by:**

**Signature:** .....

**Risk Assessment sponsor (Line Manager):**

**Signature:** .....

Review Date	Assessor	Signature	Line Manager	Signature