

## Risk Assessment Policy

**Reviewed By:** Macy Gaines

**Reviewed on:** January 2023

**Next review:** January 2025

**Related Policies:** Supervision of Children Policy, Health & Safety Policy, Fire Policy, Safeguarding and Child Protection Policy, Late Collection Policy

### **Endorsement**

Full endorsement is given to this policy by:

**Name:** Joel Chalfen

**Position:** Cambridge Steiner School Trustee

**Signed:**



**Date:** 31/01/2023

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## 1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

## 2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed

- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

### 3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

## 4. Roles and responsibilities

### 4.1 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the School Leadership Team.

The Board of Trustees has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Board of Trustees, as the employer, also has a duty to:

- Understand the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Ensure that employees are informed by school leaders about risks and the measures in place to manage them

### 4.2 The School Facilities Manager

The School Facilities Manager and Bursar is responsible for ensuring that all risk assessments are completed and reviewed. The Education Manager monitors all risk assessments relating to teaching and learning.

### 4.3 School staff and volunteers

School staff are responsible for:

- Participating in the risk assessment processes, as required.
- Creating and upholding risk assessments for trips/activities chosen by the class teacher.
- Familiarising themselves with risk assessments throughout the school
- Completing annual risk assessment training with Educare and refreshers as required
- Dynamic assessment whilst on school premises
- Implementing control measures identified in risk assessments
- Alerting the School Facilities Manager or Education Manager to any risks they find which need assessing

#### 4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

#### 4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

### 5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

**Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

**Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

**Step 4: record significant findings** – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

**Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

**Step 6: retaining risk assessments** – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

## **6. Monitoring arrangements**

Risk assessments are written as needed and reviewed by the School Facilities Manager, Education Manager or Early Years Manager.

This policy will be reviewed by the School Facilities Manager every 2 years and approved by the Education Manager.

## **7. Links with other policies**

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- School Trips / Educational Visits Policy

## 8. CLEAPSS

- Cambridge Steiner School holds a CLEAPSS membership who's advice and documentation is recognised by the Health and Safety Executive and the Department for Education for science, design & technology, art and design
- This includes information, advice and training about laboratory and workshop design and working practices, technicians and their jobs, equipment, tools, materials, living organisms, and practical activities for students, with an over-arching focus on health and safety
- CLEAPSS advice and guidance forms the basis of model risk assessments for practical activities carried out in educational settings in science, D&T and art including COSHH type hazards

## Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			

## Appendix 2: risk assessment template

### RISK ASSESSMENT

Location/Activity:

Date:

Hazard what/where exactly	Risk Describe risk(s)	Level of Risk (see matrix)	Who is at Risk Pupils/teachers /visitors	Control measures	Level of Risk with control measures in place

Action to be taken	By whom	By when	Date actioned

The **probability of harm** is qualified as:

**Unlikely** - incident is unlikely to occur, or only in an unlikely combination of circumstances

**Possible** - reasonable to believe an incidence may occur, but not frequently

**Probable** - near miss, or incident causing harm has occurred or is likely to occur

The **severity of harm** will be always qualified as:

**Insignificant** - minor injuries such as cuts and bruises

**Moderate** - minor injury, but requiring first aid or, health effect reversible on treatment

**Serious** - serious injury or irreversible damage to health

**Severe** - fatality, or serious injury to more than one person

### Risk Levels = Probability x Severity

	PROBABILITY		
SEVERITY	Unlikely	Possible	Probable
Severe	Medium	High risk	High risk
Serious	Low	Medium	High risk
Moderate	Very low	Very low	Low

The assessor should list below all staff and volunteers who need to read this risk assessment.

I confirm I have read this risk assessment and understand its content and my responsibilities\*:

Name	Signature	Date

*\*If not, please speak to the assessor before signing this document*