



Risk Assessment Policy

Governors' Committee Responsible: Full Governing Board	Governor Lead: Joy Considine	Nominated Lead Member of Staff: Paul Mewis, Officer Manager
Date Reviewed: May 2023	Status & Review Cycle: Statutory 3 years	Next Review Due: May 2026

1. Statement of Principles

The Governors of Byfleet Primary School are fully committed to promoting the safety and welfare of everyone in the school. Their highest priority lies in ensuring that all the activities within the school environment are delivered in a safe manner that complies fully with not just the law, but also with best practice. Risks are inherent in everyday life: we need to identify them and to adopt systems for mitigating or minimising them.

2. Aims

The purpose of this policy is to enable the School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'. The Independent School Regulatory requirements demand that the School ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

The School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.

3. The Purpose of Risk Assessment

Risk assessments focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally or where appropriate more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting.

4. What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, particularly in the School's case to staff and pupils that could result from a business activity or situation and to identify action needed to reduce the level of risk.

- A hazard is anything with the potential to cause harm e.g. chemicals, electricity, working from ladders.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.



A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable.

Risk control measures are the measures, actions, and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. substituting harmful chemicals, staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

Risk assessments are used to identify the potential hazards to people from the School's activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, boarding, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste) risks.

5. Responsibilities for Risk Assessments

The School's Responsibility:

- It is the School's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely the Headteacher, School Business Manager, Deputy Headteacher, and members of the SLT.
- Byfleet will utilise risk assessments at all levels to manage risk, from the Risk Register to risk assessments for individuals.
- Byfleet will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.

Responsibilities of All Staff:

- All 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 health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties.
- All staff are expected to participate in the completion of risk assessments when requested to do, follow safety related instructions and safe systems of work identified in risk assessments.
- Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager, in order to assist with reducing risks.

6. General Arrangements

Each department is responsible for ensuring risk assessments are in place for all work activities.

Risk assessments should consider the following general hazards/situations:

- Safeguarding of pupils
- Supervision arrangements
- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Preventing unauthorised access to high risk areas
- New and expectant mothers.



Risk assessments should be undertaken using the school risk assessment template to enable a consistent judgement of risk and easy identification of the high priority risks, see appendix 2.

Completed risk assessment should be made available on Google Drive/Risk Assessments and the Headteacher notified.

A variety of generic risk assessments have been created covering some of the above generic risks. However generic risk assessments should be treated with caution, whilst these can be a useful starting point, assessments need to be specific to the actual situation and it is important that we are able to operate all the control measures listed.

A number of site wide risk assessments have been completed and are available, with associated procedures, these include:

- Fire
- Legionella
- Asbestos
- Traffic onsite

7. Dynamic Risk Assessment

Although many risk assessments have been completed, it is possible that some tasks still need assessing or reassessing, therefore if any member of staff has a role which they think has uncontrolled risks, they must inform the Headteacher.

Levels of risk can change from day to day, and tasks that have been assess and suitably controlled may have a higher level of risk on some occasions (e.g. due to weather conditions or poor housekeeping), and it is essential that every member of staff takes a moment to assessment risk from every job before they start it. This is known as a 'dynamic risk assessment' and is simply taking a moment to think before acting. It's the same principle as looking both ways before crossing the road – you have to do it every time before you cross the road. Staff must still take the time to assess the risks before undertaking a task, even if there is an up to date risk assessment.

Staff must never undertake a task where they have identified a risk that means they cannot do the task safely at that point in time, or that creates uncontrolled risk to others, especially pupils at the school.

8. Educational Areas

There are number of higher risk pupil focused activities which take place at Byfleet, each of which requires risk assessment:

- safeguarding, child protection and Prevent
- science experiments
- design and technology equipment and tasks
- design and technology equipment and tasks
- sport and PE activity

Schemes of work and lesson plans for the above educational areas should include details of the hazards and risks associated with the activity, to ensure pupils are aware of the risks involved and general health and safety arrangements.

Educational visits - it is the Class Teachers responsibility to ensure an appropriate risk assessment is completed and given to the Headteacher prior to a trip taking place.

9. Requirements for Contractors Engaged on Behalf of Byfleet



Contractors are responsible for undertaking their own risk assessment, in order to protect the safety of their staff, Byfleet pupils and staff (and others). The contractor “owns” the risk involved with their work activities. However, Byfleet has an obligation to ensure competent contractors are used, sufficient time for planning is allowed and risk assessment forms part of the planning and work processes.

If a contractor is employed to undertake work on behalf of Byfleet the School Business Manager must ensure suitable and sufficient risk assessments are in place to cover the work, prior to work starting. The contracting manager will need to review and discuss the contractor’s risk assessments and provide supervision of the contractor to ensure risk assessments are being adhered to.

10. Monitoring and Review of Risk Assessments

All risk assessments should be regularly reviewed:

- If there is significant change in the circumstances, e.g. new equipment/ways of working
- After an accident or incident
- If the original assessment is no longer valid, e.g. change in legislation or changes in technology/science.
- In all other cases regularly (annually)

Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practises change or in the event of an accident.

The School Business Manager will carry out a health and safety review of all areas with a focus on risk assessments, to ensure they are kept up to date, reviewed at least annually and of a quality to be deemed ‘suitable and sufficient’. Such reviews will take place annually but may be more frequent if there are significant improvements required.



Appendix 1 - How to Conduct A Risk Assessment

Appendix 1 contains a template document and guidance on how to undertake a risk assessment.

The template is based on the HSE's Five Steps to risk assessment. A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations. To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritise putting in place, appropriate and sensible control measures.

It's crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks.

When completing a risk assessment the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless school/work activities increase the risk.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. This is what is meant by a hierarchy of control. The list below sets out the order to follow when planning to reduce identified risks. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

1. Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
2. Substitution - Replace the material or process with a less hazardous one.
3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
4. Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
5. Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.



Appendix 2 - Byfleet Risk Assessment Template

Risk Assessment for:		
Name:	Organisation:	Year Group:
Assessment Undertaken:	Review Date:	
Signed:	Date:	

TRIPS – RISK ASSESSMENT FORM

<u>HAZARDS</u>	<u>WHO IS IT RISK</u>	<u>CONTROL MEASURES</u>	<u>REVIEW</u>