



## St. Helen's College Risk Assessment Policy

**This is a whole-school policy which includes the Early Years Foundation Stage  
See also Health & Safety Policy section 22**

### 1. Policy statement

The school has a duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees. The school also has a duty to ensure that persons not in its employment who may be affected are not exposed to risks to their health or safety (e.g. pupils, visitors, contractors etc.).

This policy will deal with the requirements under the Management of Health and Safety at Work Regulations 1999 for the school to make a suitable and sufficient assessment of:

- risks to the health and safety of employees whilst they are at work; and
- risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertaking (i.e. pupils, visitors, contractors etc.).

The law does not expect us to eliminate all risk, but we are required to protect people as far as 'reasonably practicable'.

The welfare, health and safety of staff, pupils and visitors is our highest priority and is safeguarded and promoted by a range of school policies and procedures, including the drawing up and effective implementation of a written risk assessment, and by appropriate action being taken to reduce risks that are identified.

Risk assessments are conducted on a regular basis and cover all identified risks to our pupils, staff, visitors, buildings and facilities.

### 2. Conducting and checking of risk assessments

Risk assessments are conducted by the Head or Deputy Head, or are delegated to other competent persons as follows.

- Supervision of pupils – designated teachers.
- Pupil:staff ratios – Educational Visits Coordinator (EVC).
- Educational visits – EVC or group leaders.
- Medical and welfare – Welfare Officer.
- Activities and events – designated teachers.
- Buildings, fixtures and fittings - Premises Manager.
- Grounds and maintenance - Premises Manager.
- Equipment – Premises Manager.
- Curriculum – Subject Leaders.
- EYFS – EYFS coordinator and teachers.
- Health & Safety – Business Manager

Specialist contractors also undertake annual or biennial risk assessments in areas such as Health & Safety, control of legionella and fire safety.

Risk assessment is not delegated to staff who are uncomfortable about carrying out the task and training is provided where necessary.

Educational visits risk assessments are checked by the EVC before each visit takes place. Where necessary, other risk assessments are checked by members of the Senior Management Team.

### **3. Nature of risk assessments**

Assessments identify significant risks, such as hazards, defects or 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? (see note below)
- 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?

**Note:** where an area, activity, event, or educational visit involves children (i.e. those under 16), then staff should identify this as a specific hazard on the risk assessment where necessary (i.e. due to their lack of knowledge, experience, emotional/physical maturity, and risk perception and the likelihood of horseplay), and provide details of existing risk control measures and any further risk control measures required. Example risk control measures may include provision of an area-specific health and safety induction, supervision, one-to-one supervision for certain tasks, ongoing training, code of conduct, and/or any prohibitions necessary.

Each assessment is written up on a standard proforma (see attached).

It is important to ensure that the control measures stipulated in the risk assessment are realistic, and that they reflect the practices in place in school (i.e. that the control measures are fully implemented).

Risk assessors must ensure that any further actions identified during the process are followed up on and monitored to completion.

### **4. Staff training in risk assessment**

Training in risk assessment is provided for all staff biennially. In addition to generic training, the EVC trains and supervises new educational visit group leaders in risk assessment before their first educational visit, and briefs staff periodically on safety procedures to be followed when walking along and crossing roads.

### **5. Frequency of risk assessments**

Assessments are normally conducted annually, but more frequent checks may be required in some risk areas.

In addition to this requirement, risk assessments must be reviewed if:

- an accident, incident, or near miss has occurred;
- there have been any significant changes (e.g. new legislation/ACOP/guidance, new machinery/equipment, changes to the environment, or changes to the way in which work is carried out) and/or
- there is any reason to suspect that the risk assessment is no longer valid.

Risk assessments are conducted ahead of all educational visits. Templates are provided in the Educational Visits documentation to assist group leaders, and the EVC signs off RAs ahead of each visit.

## 6. Reporting procedures for newly-identified hazards

All staff are made aware at induction on first joining the school, and are reminded annually at Health & Safety training sessions, of risk assessments and their responsibility to report new hazards as soon as they are identified. All staff in turn are notified immediately any major new hazard is reported (by email or through staff briefings), and are provided with the relevant risk assessment.

## 7. Display of risk assessments

Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and copied to staff via school email.

All risk assessments are available in the relevant folder (e.g. Educational Visits, Health & Safety) on Google Drive.

Person Responsible	SEC
Date	November 2018
Review Frequency	2 years
Next review	November 2020

**Risk Assessment Proforma**

<b>Activity/area:</b>	
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<b>Department/Risk Area</b>	
<b>Responsible Person:</b>	
<b>Workplace:</b>	Lower/Upper School
<b>Employer:</b>	St. Helen's College

Hazards in this Risk Area	Estimated Risk Level			Controls in this Risk Area	Action Dated
	High	Med.	Low		

Additional Control Measures Required	Action Dated

<b>People at risk (X):</b>	<b>Pupils</b>	<input type="checkbox"/>	<b>Staff</b>	<input type="checkbox"/>	<b>Parents</b>	<input type="checkbox"/>	<b>Parent helpers</b>	<input type="checkbox"/>	<b>Visitors</b>	<input type="checkbox"/>	<b>Contractors</b>	<input type="checkbox"/>
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<b>Employees informed of risk assessment via the following means:</b>	Copy of this RA filed in master file in G-Drive, in Lower and Upper School offices and in Department RA file with Responsible Person informing all relevant staff.
<b>Date:</b>	<b>Signed:</b>

## EYFS WEEKLY RISK ASSESSMENT

Please check all areas listed, ensuring they are safe for use. To be displayed centrally and updated weekly.

### Section 1

<b>Area to be risk assessed.</b>	<b>Week 1</b> Date: Time: Initials:	<b>Week 2</b> Date: Time: Initials:	<b>Week 3</b> Date: Time: Initials:	<b>Week 4</b> Date: Time: Initials:	<b>Week 5</b> Date: Time: Initials:	<b>Week 6</b> Date: Time: Initials:
<p><b>Classroom</b></p> <ul style="list-style-type: none"> <li>- Plug sockets covered.</li> <li>- Toys and furniture safe to use and in good working order.</li> <li>- Room clear of hazardous objects.</li> </ul>						
<p><b>Heaters</b></p> <ul style="list-style-type: none"> <li>- In good working order.</li> <li>- Unobstructed.</li> </ul>						
<p><b>Fire Exit(s)</b></p> <ul style="list-style-type: none"> <li>- Unobstructed.</li> <li>- Clearly labelled.</li> <li>- Fire extinguisher unobstructed.</li> </ul>						
<p><b>Cupboards/Shelves</b></p> <ul style="list-style-type: none"> <li>- Doors closed, locked if applicable.</li> <li>- Equipment stored safely, no risk of falling.</li> </ul>						
<p><b>Ramp Area</b></p> <ul style="list-style-type: none"> <li>- Surface safe.</li> <li>- Surface free from obstruction.</li> </ul>						
<p><b>Floors</b></p> <ul style="list-style-type: none"> <li>- Clean and with no potential hazard (water, obstructions etc)</li> </ul>						

<p><b>Concerns raised as a result of weekly risk assessment and action taken.</b></p>	
<p><b>Ad hoc concerns and action taken.</b></p>	

## EYFS WEEKLY RISK ASSESSMENT

Please check all areas listed, ensuring they are safe for use. To be displayed centrally and updated weekly.

### Section 2

<b>Area to be risk assessed.</b>	<b>Week 1</b> Date: Time: Initials:	<b>Week 2</b> Date: Time: Initials:	<b>Week 3</b> Date: Time: Initials:	<b>Week 4</b> Date: Time: Initials:	<b>Week 5</b> Date: Time: Initials:	<b>Week 6</b> Date: Time: Initials:
<b>Cloakroom Area</b> - Plug sockets covered. - Toys and furniture safe to use and in good working order. - Room clear of hazardous objects.						
<b>Toilets Daily Risk Assessment 8:00AM</b>	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
<b>Toilets Daily Risk Assessment 1:30PM</b>	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
<b>Natural Area</b> - In good working order. - Unobstructed.						
<b>Hall (on day of use)</b> - Unobstructed. - Clearly labelled. - Fire extinguisher unobstructed.						
<b>Methodist Church Hall (on day of use)</b> - Doors closed, locked if applicable. - Equipment stored safely, no risk of falling.						

<b>Concerns raised as a result of weekly risk assessment and action</b>	
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<b>taken.</b>	
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<b>Ad hoc concerns and action taken.</b>	
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