

Version	Date	Updated by
1.0	27-03-24	Cate Tumman

## RISK ASSESSMENT POLICY

To be read in line with:

- Health & safety Policy
- Fire Safety Procedure
- Offsites visit policy
- Critical incidents policy

### 1. Intent

The Proprietors of Silver Linings are fully committed to promoting the health, safety and welfare of all in our community. They want to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with the Law, current best practice and ensure, at the end of the day, everyone returns home safely. Risks are inherent in everyday life. As a School, we need to identify them and to adopt systems for minimising them. Our role to educate staff and children to become 'risk aware', to avoid encouraging a 'cotton wool' culture so that staff and children can explore life and risk in a managed, controlled and safe way.

### 2. Role and responsibilities

The proprietors are responsible for:

- The overall responsibility of risk management at the school.
- Overseeing the management of risk and health and safety.
- Delegating strategic decisions for operational management of risk and health and safety to the headteacher.
- Ensuring the relevant incidents and injuries are recorded and reported in line with RIDDOR.

The headteacher is responsible for:

- Ensuring there is an effective approach to risk management in the school.
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained to do so.
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Implementing frameworks for decision-making and corporate strategies which consider risk assessment principles.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the proprietors.
- Developing a Health and Safety Policy, subject to reviews based on thorough risk assessment to reflect on and reduce occurrences of newly established risks.

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- Recording any significant findings from risk assessments.

**Staff members are responsible for:**

- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- Being aware of any established risks and understanding the measures the school has put in place to manage these.
- Undertaking their work in accordance with training and instructions.
- Cooperating with the school on health and safety matters.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defects to the headteacher in order to create new, or update, risk assessments.
- Participating in risk management training delivered by the school.

**3. What is a Risk Assessment?**

A risk assessment is a systematic tool for conducting a formal examination of the harm or hazard to people (organisation, environment, business reputation) that could result from a particular activity or situation.

- A **hazard** is something with the potential to cause harm (e.g. fire, chemical, violent person etc).
- A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended, chemical fire or explosion if incompatible material mixed together or if a person with behaviour issues becomes aggressive).
- A **risk rating** is the resulting assessment of the severity of the outcome (e.g. first aid treatment, visit to hospital, loss of life, destruction of property, damage to the environment).
- **Risk control** measures are the measures and procedures (safe systems) that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, supervision, safe working procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and general maintenance and inspection etc).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense, focusing on prevention, they are proactive, rather than reacting as things go wrong. Many incidents can be avoided by simple measures that are practical, effective and not costly. Risk assessments need reviewing and updating systematically in accordance with Risk Assessment procedure (5. conducting a risk assessment).

Silver Linings school are very aware that all staff and children need to receive training to manage and control risks. Copies of current risk assessments are held and stored centrally on the Google Team Drive to allow access to all.

The head teacher holds copies of risk assessments for all educational visits and these are also kept on google drive. The trip leader will be responsible for risk assessments for each visit in line with offsite visits policy. Staff training records are kept with the Headteacher.

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#### 4. What Areas Require Health & Safety Risk Assessments?

There are numerous activities carried out in Silver Linings School, each of which requires a separate risk assessment. These can be divided into five categories:

- **General: Premise/Facilities**
- **Educational visits**
- **Curriculum Activities**
- **Specialist**
- **Individual child/adult**

#### 5. Conducting a Risk Assessment

At Silver Linings School we use a model that is consistent across all recordings of Risk assessments (locations, activities and individual child) and tailored to the needs of Silver Linings school.

Essentially steps to carrying out a risk assessment are to list the situation or task giving rise to a hazard and identify all the hazards;

1. Identify who might be harmed and how;
2. List the existing control measures currently in place;
3. Evaluate the risks low/med/high;
4. Further Controls to be implemented to reduce the risk;
5. Detail “Who”, “When” and “Completion” of the further action necessary to control the risks;
6. Review the assessment and revise if necessary on any accident, change or at a set interval.

A generic Silver Linings Risk Assessment Form and guide to completing is included in Appendix 1 and 2 respectively.

Risk Assessments are required by Law to be completed and recorded for all work activities and facilities where there is a significant risk of injury to staff, children and non-employers; contractors, visitors and members of the public. This includes work at Silver Linings school or on behalf of Silver Linings school at other venues.

School risk assessments are produced by all staff following training and approved and signed off by their Line Manager, or Head Teacher. All risk assessments are secondary approved by the chair of proprietors and brought to the attention of all personnel who will be affected as soon as practicable and before work commences either with an individual child or onsite.

School risk assessments address activities that might generally be considered safe enough for one age group but may not be appropriate with children of a different age or have special educational needs or disabilities. Equally, an activity deemed appropriate for a Monday morning may not be appropriate on a Friday directly after wet playtime or where there are large numbers making the activities unsafe. Our experienced teachers are able to anticipate problems and adapt accordingly.

Teachers incorporate the significant findings of the risk assessments whilst drawing up their scheme of works or lesson plans and taking account the nature and level of supervision necessary based on if the supervision is provided by teachers, learning assistants, parents and the age group of children.

#### 6. Risk Assessment Review

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Any concerns from staff regarding the control measures implemented following a risk assessment will be discussed with line managers. Staff can request that risk assessments and procedures are reviewed. If staff continue to have concerns they may contact HSE for further escalation<sup>1</sup>

Risk assessments will be reviewed at set intervals. The school implements the following requirements for when risk assessments will be reviewed:

- When there are changes to an activity
- After a near-miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes to good practice
- When there are changes to related legislation
- Annually, if for no other reason

Reviews of risk assessments will be dynamic, as necessary.

A new risk assessment will not be conducted unless there are significant changes relevant to the activity in question.

Risk assessments developed for high-risk activities will be reviewed on a **termly** basis by the individual who created the risk assessment and the headteacher.

### 7. Daily School Visual Opening Inspections

These are conducted visually in the school on a daily basis before the start of day. The Visual inspection under-pins the School’s health & safety risk assessments in line with the Health and Safety policy. This visually covers identified risks on a daily routine (e.g. classrooms, corridors common areas, dining room, our grounds, play equipment). Any unsafe conditions must be reported and made safe and/or removed to prevent harm to children, staff and/or other not employed by the school.

All members of staff are responsible for reporting any hazards, risks, damage or defects to the Head Teacher to either repair, make safe or remove from service as appropriate and practical.

### 8. Child Protection

Our Child Protection Policies and training for all staff form the core of our child protection risk management. Safer Recruitment Policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK and comply with the prevailing legislation in this area – ‘Keeping children safe in education’, statutory guidance for Schools and currently ‘Working together to Safeguard Children’. By extending this regime to Governance, volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

### 9. Supervision

The chair of proprietors ensures that it has established systems for supervision. The Head Teacher ensures staff are adequately supervised and that staff with "loco parentis" responsibilities, supervise children in their care. Risk assessments identify the level of supervision required based on the age, identified needs and abilities of the children and level of risk.

<sup>1</sup> [Tell us about a health and safety issue - Contact HSE](#)

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## 10. Unsupervised Access by Children

We ensure that children understand why they do not have unsupervised access to the school building. All flammables and COSHH are kept securely locked away.

## 11. Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires them to complete risk assessment and be competent risk assessors.

Staff are responsible for taking reasonable care of their own safety, together with that of children and visitors and are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its use. They are responsible for cooperating with the Headteacher, Senior Leadership Team in order to enable the proprietors to comply with their health and safety duties.

All key staff receive induction and refresher training in risk assessments tailored to their specific roles.

## 12. Responsibilities of children

Risk assessments involving children's activities are shared with the children via a safety briefing which will include expectations of positive behaviour before participating in these activities. It may include an explanation that they are expected to wear protective equipment identified by the risk assessment and to follow instructions given.

Children are instructed on the Action to be taken (this list is not exhaustive):

- in the event of an emergency evacuation following a fire, gas or bomb warning
- to call a first aider following an accident or illness
- on noticing an accident, hazard or unauthorised person in school grounds
- on the spilling of blood or body fluids and washing hands following a visit to the toilet

Instruction, information and training on curriculum health & safety issues are delivered during lessons by competent teaching staff.

## 13. Health & Safety Competent Person

The School employs a Health and Safety Consultant to act as their "competent person" to provide competent health & safety guidance, advice and support to the School. This is achieved through review of practices, risk assessments, accident/incident investigations, trend analysis, legislation updates and provision of guidance and advice.

The Health & Safety Consultant has years of experience of working with local authorities and education settings with a natural passion and interest in helping manage and reduce their risk.

The consultants are professionally qualified health and safety practitioners to CMIOSH<sup>2</sup> with years of practical experience covering a wide range of health and safety issues and are registered on OSHCR<sup>3</sup>

<sup>2</sup> Institute of Occupational Safety and Health <http://www.iosh.co.uk/>

<sup>3</sup> Occupational Safety & Health Consultants Register <http://www.oshcr.org/>

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## 14. Monitoring & Review

The effectiveness of this policy will be monitored continually by the headteacher and the chair of proprietors. Any necessary amendments may be made immediately.

It is good practice to actively monitor systems prior to accidents, or near misses and to minimise or where possible eliminate risk; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system for risk assessment includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly (daily) inspecting premises and equipment to identify change
- Review of activities and locations to identify new risk
- Annual audits of all risk assessments, including identification of any at risk groups of employees
- Regular reports and updates to the **Chair of proprietors.**
- Surveys from competent professional as required.

The school will establish a monitoring system that is backed up by performance measures

The next scheduled review date for this policy is March 2025

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## Appendix 1: Risk Assessment Guide

# Risk Assessment Guide

### How Do I Use This Risk Assessment?

This risk assessment is designed to be personalised to fit your individual setting. You should add details to the table to meet your individual needs, considering all hazards that might apply in each part of your setting.

When completing this document, you should consider all the potential hazards in and around your own setting, the level of supervision you are able to provide and how children of all ages and abilities will interact with the environment.

Hazard Identified	Who Might Be Harmed and How?	Severity (Low/Medium/ High)	Measures Already in Place	Likelihood (Low/Medium/ High)	Further Action Needed	Person to Action	Deadline to Action	Date Actioned	Likelihood (Low/Medium/ High)	Additional Notes

Note a brief description of the potential hazard.

See the table below to assess how severe the injuries could be.

Note any measures that are already in place to minimise this hazard.

How likely is an accident or injury to occur at present? See table below for how to assess.

Note any additional measures that need to be taken.

Name the person who will action these measures.

Choose a date by which the actions should be completed.

Record the date when the actions have been completed.

How likely is an accident or injury to occur at present? See table below for how to assess.

Record any other information that might be relevant, such as additional actions taken, changes to the situation or further.

## What Sections Could I Include in My Risk Assessment?

Depending on the nature of your setting, suggested sections for a risk assessment may include, but are not limited to:

- living areas and playrooms
- classrooms
- kitchens and utility rooms
- bathrooms and toilets
- dining areas
- hallways and corridors
- offices
- workshops
- bedrooms
- outdoor spaces
- garages and sheds
- driveways and car parks
- travel (including private cars, private coaches/ minibuses and public transport)
- venues for educational visits

## What If I Have Children Who Pose Additional Risks?

If any children attending your setting pose a higher risk of harm due to SEND or exhibit unique behaviours that could be unsafe, then a Child- Specific Risk Assessment could be used in addition to this document.

## How Do I Decide the Severity and Likelihood of Each Hazard?

The keys below can be used to gauge the

	Low	Medium	High
Likelihood of Occurring	There is only a small chance of this occurring in the setting and it is unlikely to happen frequently.	There is a medium chance of this occurring in the setting and it could happen on a semi-regular basis.	There is a high chance of this occurring in the setting and it could happen regularly.

	Low	Medium	High
Likelihood of Occurring	There is only a small chance of this occurring in the setting and it is unlikely to happen frequently.	There is a medium chance of this occurring in the setting and it could happen on a semi-regular basis.	There is a high chance of this occurring in the setting and it could happen regularly.

