MALDON COURT
PREPARATORY SCHOOL

16a

Risk Assessment Policy

This Policy applies to all pupils at Maldon Court Preparatory School including those in the EYFS

Reviewed October 2018

Reviewed March 2019 Mrs E Mason

Rationale:

It is not only a legal requirement, but also our firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in the daily routine and at all school events. The aim of this policy is not to be risk-averse but to ensure that we have an active approach to managing risk and thereby reduce the likelihood that our pupils will be harmed through negligence, lack of foresight or proper planning.

What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) 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).
- A risk assessment is systematic in ensuring the welfare of all pupils through ongoing checks on:
- Health & Safety (premises, equipment, rights of way)
- Pupil welfare (medical needs, supervision & school trips)
- Recruitment including DBS checks, referencing
- Safeguarding matters (Prevent, bullying), lessons (activities, sports).

Who Conducts Risk Assessment?

Risk Assessments are conducted by the Headteacher, teachers and EYFS staff. Staff will be trained on how to conduct risk assessments as appropriate to the type of visit.

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

Senior Management will monitor and evaluate the effectiveness of the Risk Assessment.

Risk Assessments

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

Generic risk assessments should be completed for hazards or activities that are common throughout the school.

Specific 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 in order to comply with this policy 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 cone.
- 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?

Pupils, teaching and non teaching staff and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents or when beyond the School, 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 needs 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?
- **Pupil management** – make sure that the staff are aware of each pupil'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 gloves or 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.

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. Before it can take place, the activity must be authorised and the form signed by the Headteacher.

Specialist Risk Assessment

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

- Fire safety
- Asbestos
- Legionella
- Electrical safety

Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

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. Specialist training is given to those whose work required it. However, 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 Headteacher in order to enable the Proprietors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher or School Business Manager.

Health and Safety/Risk Assessments

Health and Safety walks and are carried out on the inside and outside of the premises daily by a member of the SMT.
Risk Assessments are in place for every area of the school and these are updated annually.

Reporting Procedures

The results of the risk assessments are reported to the Proprietors. The main report is made towards the end of the school year, when the rolling annual survey has been completed.
Copies of all completed Risk Assessments are kept in a file in the School Office and on the Risk Assessment file on 'Teachers'.