

# **RISK ASSESSMENT POLICY (Whole School including EYFS)**

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**Independent Day School for Boys and Girls**

**Our Lady of Sion School**

Reviewed: 9 August 2018  
Frequency of Review: 2 years

Next review: August 2020

## 1 Scope

This Policy is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards

## 2 Objectives

2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk;

2.2 That identified control measures are implemented to control risk so far as reasonably practicable;

2.3 That those affected by school activities have received suitable information on what to do;

2.4 That risk assessments are recorded and reviewed when appropriate.

## 3 Guidance

3.1 The Bursar will be responsible for the implementation of this policy.

3.2 This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place, and more details can be obtained from the Bursar. Teaching area risk assessment checklists are also in place for guidance.

3.3 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar / Deputy Head / Head of Department.

3.4 The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

3.5 Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

3.6 The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did

- what are you going to do to stop it
- how are you going to check that your plans are working

3.7 The Bursar will be responsible for the maintenance of risk assessment records.

3.8 Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

3.9 The type of Risk Assessment form used will be dependent on the nature of the situation or activity. The following list is an example of how Risk Assessments are grouped;

- Room (classroom) Risk Assessments
- Higher Risk Subject Specific Risk Assessments
- Trip Risk Assessments (vary dependent on activity)
- Bespoke, dynamic or specific items / scenarios

## 4 Sample Risk Assessments

4.1	Appendix 1 – Classroom	This form is a pre-populated questionnaire that is completed each year by the main room / area user
4.2	Appendix 2 – Subject Specific	This form is to be created from blank with specific awareness of the actual situation or activity that is about to take place
4.3	Appendix 3-Trips	There is a separate Policy and series of forms to be completed in relation to trips, Appendix 3 shows the summary page
4.4	Appendix 4 – Dynamic	We have a library of dynamic Risk Assessments that have been created over a period of time to assist users when evaluating specific risks that fall outside the current Risk Assessment framework

## Legal Requirements & Education Standards

### References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Health & Safety Executive, Five steps to risk assessment ([www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm))

C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook,](#)

D: " [Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)

E: "[Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)

F: [Early Years Foundation Stage: Statutory Framework](#)

G: Charities and Risk Management, The Charities Commission ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk))

## Appendix 1: Room Risk Assessment Template

OUR LADY OF SION SCHOOL			
CLASSROOM RISK ASSESSMENT - 2016			
Room Name/Number:.....		Member of Staff:.....	
Questions you should ask:		Yes	Further action needed
			N/A
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in a good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal spillages, eg water?		
	For stand-alone classrooms:		
	* Are access steps or ramps properly maintained? * Are access stairs or ramps provided with handrails?		
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' step stool or stepladder available for use where necessary?		
	Is a window opener provided for opening high-level windows?		
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, eg a TV set on a suitable trolley?		
	Where window restrictors are fitted to the upper-floor windows, are they in good working order?		
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?		
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects and caretakers consulted, eg computers?		
<b>Computers and similar equipment</b>	If you use a computer for long periods, has a workstation assessment been completed? (The assessment can be found on the Learning Platform)		
	Have pupils been advised about good practice when using computers?		
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (there should be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
<b>Asbestos</b>	Parts of the school contain asbestos and we have an asbestos register. Have you read the policy on Asbestos Management that is stored on the Learning Platform?		
	Do you require any further guidance in relation to asbestos ie securing pieces of work to walls/ceilings that may contain asbestos?		
<b>Fire</b>	If there are fire exit doors in the classroom, are they:		
	* Unobstructed;		
	* Kept unlocked; and		
	* Easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed and up to date?		
	Are you aware of the fire evacuation drill, including arrangements for any vulnerable adults or children?		
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, for example blinds, to protect from glare and heat from the sun?		
This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in space overleaf, including any further actions needed. If necessary, discuss this with the Bursar.			
			<b>P.T.O.</b>

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**CLASSROOM RISK ASSESSMENT - 2016**

<b>Additional issues</b>	<b>Yes</b>	<b>Further action needed</b>	<b>N/A</b>

**Further Action needed**

<b>Hazards noted:</b>	<b>Action taken and when:</b>

<b>Name (and position):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Location/name of classroom:</b>		