Notting Hill Prep
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1.23 Policy for Risk Assessments (EYFS & KS1-3)

Reviewer responsible:	**Bursar**	Date of last review:	**09/22**
Reviewed by:	**NB**	Date of next review:	**09/23**
Authorised by Chair:	**AH**		

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Policy for Risk Assessments

Introduction

The aim of this policy is to set out the systematic approach for suitable and sufficient risk management throughout the school to ensure it has arrangements in place at all levels to meet the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, Early Years Foundations Stage and the Management of Health and safety at Work regulations 1999. NHP recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to staff, pupils, visitors and contractors.

This policy has particular regard for ensuring the welfare of pupils, staff and visitors at the school is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified. The Policy for Risk Assessments is a general approach to safeguarding the welfare of all staff, pupils and parents at NHP.

Managing Risk

Risk to the school and its pupils is managed by ensuring risk assessments are in place. The purpose of risk assessments is to identify hazards and evaluate any associated risk and identify controls that could be put in place to reduce such risk. Whilst risks can be managed, they can never be completely eliminated. Areas of risk to be considered should include (but are not limited to):

- Safeguarding
- Health & Safety
- Fire safety
- Security

Definitions

The HSE guidance leaflet "Five steps to risk assessment" offers the following definitions in terms of risk assessments:

- A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.
- The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards and how serious the harm could be.
- **Control measures** are physical measures or procedures put in place to mitigate the risk.

The **'risk rating'** will depend upon:

a. the likelihood of that harm occurring;
b. the severity of that harm;
c. the population which might be affected i.e. the number of people.

Carrying out Risk Assessments

Where possible risk assessments do need to be data driven as opposed to opinion driven. Effective risk management requires evidence that all significant hazards have been identified, risks adequately assessed and that the controls have been determined, implemented and are effective.

Risk assessors, having identified the tasks involved, must:

- identify the significant hazards which arise from those tasks (i.e. what could go wrong); assess

who might be harmed;
- assess the likelihood of those hazards occurring;
- evaluate the level of risk that arises and determine control measures;
- Record findings and implement them
- Review the adequacy of existing controls; and
- identify the need for any further action;

A list of common hazards and associated risk is attached as Appendix 1.

Risk assessments should be carried out for all activities in key areas, to include:
- premises
- school trips
- managing hazardous chemicals eg in science
- sport
- catering
- lettings

Additionally, some topic specific risk assessments are required by legislation, for example those concerning fire safety, school trips, managing hazardous substances, asbestos and security.

Responsibilities

The Head, Bursar and Governors are responsible for the overarching risk management policy of the school, to include setting up a framework for decision making and corporate strategies which incorporate risk assessment principles.

Employees are required to undertake risk assessments, identifying and implementing control measures and effectively communicating the outcomes to employees and others, as appropriate, for those activities and areas where they are responsible.

SMT is responsible for:
- Ensuring those tasked with completing risk assessments are competent to do the task, with sufficient experience and knowledge to identify hazards, evaluate risks and determine effective controls.
- Ensuring a suitable mechanism exists to communicate any additional controls and procedures required to minimise risks.
- Allocate appropriate resources identified by the risk assessments as necessary to minimise risk within the school.

The Bursar will be responsible for the reviewing, maintenance and recording of risk assessment records.

Recording and reviewing of Risk Assessments

All general risk assessments must be recorded on a Risk Assessment Form (see Appendix 2) and all **significant** findings of the risk assessment must be noted.

Once completed the risk assessment must be reviewed by the Bursar's department and all actions drawn to the attention of the Bursar.

Risk assessments should be reviewed:

a. when there are changes to the activity
b. after a near miss or accident
c. when there are changes to the type of people involved in the activity
d. when there are changes in good practice
e. when there are legislative changes
f. annually if for no other reason

The completed risk assessments will form the basis of the School's safety policy and procedures and therefore adequate records must be kept.

Actions identified on the risk assessments will be discussed at the H&S committee where appropriate. This policy is to be reviewed by the H&S committee every 2 years.

Training

The Bursar must ensure adequate briefing and training of those responsible for completing risk assessments.

APPENDIX 1: RISK ASSESSMENT PRINCIPLES

Description of hazard	Hazards and Associated Risks	Possible outcome and some factors affecting the level of risk
Poorly maintained floors and stairs	Slips, trips and falls	Type of surface/footwear, speed, age, inclination of surface, weather
Machinery in motion	Physical injury, entrapment, crushing	Guarding, experience of operator, training, type of operation
Ejection of material from machinery	Physical injury, eye injury	Guarding, wearing of eye protection for type of material being worked
Vehicles	Physical injury	Age and experience of driver, segregate pedestrian walkways, volume of traffic
Manual handling	Physical injury (back, arm, etc)	Lack of proper evaluation, lack of experience/ awareness/ training
Chemicals, dusts and fume	(e.g. Exposure welding)	Type and quantity of substance, efficiency of control measures
Flammable materials	Fire	Type and quantity of material storage, protective measures
Hot surfaces	Burns	Accessibility, temperature, signage/ information, protective measures
Cold surfaces, very low temperatures	Burns, frostbite	Accessibility, temperature, training and awareness, protective measures
Workstation layout	Work Related Upper Limb Disorder (WRULD)	Proper assessment and layout of workstation, training of operators
Pressure systems	Explosion	Construction, proper use, location, protective devices
Noise	Hearing damage	Accessibility, temperature, signage/ information, protective measures
Electricity	Electric shock	Correct installation, testing and use of equipment, environment, protective devices
Poor lighting	Physical injury, eye strain	Proper assessment of requirements for specific tasks, eradication of glare
Working at height	Falls	Proper access equipment, training, experience of operator, safety equipment (harnesses etc)
Aggression	Physical injury or mental trauma	Avoidance of situations, training provision of physical protection
Poorly stacked materials	Physical injury	Provision of correct storage facilities, use of proper handling equipment/techniques
Trailing leads	Trips and falls	Provision of adequate socket outlets, location of equipment, good housekeeping
Falling objects	Head injuries	Ground workers wearing head protection, lack of segregation
Pandemic	Risk of spread of pandemic throughout school community	Social distancing, PPE provision and class/building bubbles to mitigate risk of pandemic spread. Limited

APPENDIX 2

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 - GENERAL RISK ASSESSMENT (GRA)					
Location/Department/Project Reference:					
Activity/Task/Area Assessed:					
Assessor(s):		**Date:**		**Review date:**	

HAZARDS	PEOPLE AFFECTED	RISK RATING L / M / H	EXISITING CONTROL MEASURES	FURTHER ACTION REQUIRED