

Bryony School



Risk Assessment Policy and Procedure

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them. This policy should be read in conjunction with the Health and Safety Policy.

The Health and Safety Executive (HSE) defines a risk assessment as “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

Responsibilities

In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Principal is further responsible for conducting any necessary reviews or making changes to the school’s policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the classrooms and the entire premises. A reminder of the daily checklist is on classroom walls. This will, ordinarily, be carried out by a designated member of staff (Classroom teacher or Caretaker) on arrival at the school and will be completed before any children arrive. The Early Years record their own daily risk assessment on their wall.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School’s environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe.

They will then notify the Caretaker and ensure that a record is made in the Maintenance Record Book. The caretaker is then responsible for ensuring that any necessary action is taken.

The Process of Risk Assessment

What can be risk assessed? A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precautions

Step 4: Record your findings and implement them

Step 5: Review your assessment and update if necessary

What is a hazard? A hazard is anything which can cause harm e.g. electricity, chemicals, etc

What is risk? Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Evaluating the risk Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

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

TYPES OF RISK ASSESSMENTS

We use generic and specific risk assessments. A specific risk assessment may be applicable where the hazards and risks are only applicable to a certain activity such as a school trip and also where there is a requirement in legislation to undertake a specific assessment for example expectant mothers.

GENERIC RISK ASSESSMENTS

Attached is a generic risk assessment template which has been produced to assist our school with the risk assessment process and should form a good foundation for identifying hazards, assessing risks and implementing controls.

Policy adopted by School Principal and Headteacher	Sept 2023
To be reviewed by	Sept 2025