



Our Lady's Preparatory School and Day Nursery

Risk Assessment Policy 3.6

Background to the Policy

The Education (Independent School Standards) Regulations 2014 (ISSR) introduced a new obligation under paragraph 3 (dealing with the welfare, health and safety of pupils) to ensure that "the welfare of pupils at schools is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and that appropriate action is taken to reduce risks that are identified" from January 2015.

Although a separate policy is not an explicit requirement under the regulations, Our Lady's has determined it is appropriate to develop this policy to set out its procedures on such matters, given risk assessment is an important theme in the School's Safeguarding suite of policies. Our Lady's considers that risk assessments represent good planning practice and form an everyday part of operating the institution.

This policy should be read in conjunction with related policies where risk assessment procedures feature, such as the Educational Visits, Health and Safety, Fire Awareness and Security policies.

It is important to bear in mind that, along with the formal risk assessment procedures, Our Lady's seeks to foster a culture whereby risk assessments are carried out on an informal basis throughout each and every day, to ensure that children and staff at the site – and when offsite – remain safe with appropriate risk control measures being maintained.

Contents of the Policy

This policy is a practical guide to the process of conducting generalist risk assessments at Our Lady's, and applies to the nursery, day nursery, school and holiday club, so that all

employees have a basic understanding of the general principles of conducting risk assessments as part of their induction training.

Similarly, time and effort needs to be spent by teaching and other staff in ensuring that all pupils develop a basic understanding of risk and the need to stay safe. The Trustees, Headteacher and senior staff comprise the forum for discussing and for monitoring risk assessments, induction and training programmes for all policies that involve risk assessment procedures.

What is a risk assessment?

A risk assessment can be defined as “a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.” (ISBA May 2010)

- 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 eg. loss of life, destruction of property.
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk eg. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance.

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

Due regard is paid by Our Lady’s to the Health and Safety Executive Five Step Guide to Risk Assessment as a methodology on how to assess the risks in your workplace, summarised with hyperlinks as follows:

- [Identify the hazards](#)
- [Decide who might be harmed and how](#)
- [Evaluate the risks and decide on precautions](#)
- [Record your significant findings](#)
- [Review your assessment and update if necessary](#)

Why have risk assessments?

Risk assessments are a legal requirement but they are also a logical and necessary course of action in operating a safe environment. By being proactive and focussing on prevention – as

opposed to reacting after something has gone wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

Preventative measures are often simple and cost effective, such as the application of hazard warning tape to a trip, spillage or wet floor hazard, or ensuring that chemicals are properly stored in locked containers.

What areas require risk assessments?

There are numerous activities carried out at Our Lady's each of which requires its own separate risk assessment. The most important of these are Health and Safety Fire Awareness / Safety, and Educational Visits, with separate policies covering these areas.

However, risk assessments are also needed for many other areas across the school, including PE, Forest Schools, playground activities, not to mention after-school clubs (ballet, karate, drama etc).

Risk Assessments are carried out for all Support Areas within Our Lady's

Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH).

Caretaking and Security: risk assessments cover every room, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos.

Maintenance: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of any substances hazardous to health (COSHH).

Grounds: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Training covers risk assessments, protective equipment and safety notices.

Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Where appropriate, induction and refresher training covers risk assessments, protective equipment and safety notices.

Monitoring & review

The School will review this Policy every two years and any guidance or advice published by the HSE, DfE, ISI and/or any other relevant bodies will be monitored on an ongoing basis, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

Reviewed: August 2017

Signed:

A handwritten signature in black ink that reads "Helene Robinson". The signature is written in a cursive style with a large initial 'H'.

**Helene Robinson
Headteacher**

To be reviewed: 24 months from "Reviewed" date