

OLDHAM HULME GRAMMAR SCHOOL

RISK ASSESSMENT GUIDANCE POLICY

This policy is applicable from EYFS through to year 13

Scope

This guidance 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, Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards and Early Years Foundations Stage.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.
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Guidance

The Principal and Governors will be responsible for the overarching risk management policy of the school. The Head of Finance and Support / Facilities Manager / Catering Manager/ Heads of Department have delegated authority for the implementation of this policy.

This guidance is applicable to general and teaching risk assessments. Where risk assessments are required for specialist areas, eg asbestos, fire, legionella and hazardous substances, then separate procedures will apply.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on a regular basis. Risk assessment training will be provided on specific areas where identified by the personnel detailed.

A template risk assessment form for general risk assessments is included at Appendix 1 to this guidance. The template risk assessment form for the academic area is attached on Appendix 2. Academic departments with special risks e.g. the Sciences, Art and Design, PE, should wherever possible use model risk assessment templates specific to their subject such as the CLEAPSS system for Sciences and Art and Design.

The school recognises that levels of risk can be heightened due to the nature of the activity and the age of the children involved. e.g. school trips and visits. Details of how these are risk assessed can be found in the School Visits Policy.

The EYFS states “that providers must have a clear and well understood policy and procedures for assessing any risks to children’s safety and review risk assessments regularly.”

In Nursery and Infants risk assessments are carried out on all existing and new activities which take place in the setting. Our risk assessments take into account the numbers, ages and abilities of the children we care for, our resources, planning, staff and space, the weather and the environment. They identify any hazard a piece of equipment or activity may pose and state how the risk can be controlled and what measures are to be put in place to control the risk.

It is identified that some activities with a low level of risk will not be assessed on every occasion, however, these will be reviewed on a regular basis by the Head and Deputy Head of Nursery and Infants. They will also be reviewed if individual cohorts require updated risk assessments. Additional risk assessments are completed for potentially more hazardous activities such as school trips and forest sessions.

Daily risk assessments and room checks are carried out by classroom staff and a room checklist is displayed in each classroom.

Safe adult to child ratios are maintained at all times as per the EYFS guidelines, and particular attention is paid to the physical security of the Thorneycroft site.

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
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps

- what could go wrong
- who may be at risk
- potential consequences
- control measures
- remaining risk
- review and further actions required (with priorities)

The Head of Finance and Support / Facilities Manager/ Catering Manager/ Heads of Department will be responsible for the maintenance of risk assessment records.

Risk assessments will be reviewed by the Head of Finance and Support / Facilities Manager/ Catering Manager/ Heads of Department and ratified by the governing body

- 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

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 3.

The risk assessments support School policies, including (but not exhaustive):

- Safeguarding
- Health and Safety
- School Visits
- Volunteers
- Recruitment
- Conduct in School Sports
- Supervision ratios

Legal Requirements & Education Standards

References:

The Management of Health and Safety at Work Regulations 1999
The Health and Safety at Work Act etc. 1974
HSE Publication “Risk Assessment – A brief guide to controlling risks in the workplace.”
HSE publication “5 Steps to Risk Assessment”.
CLEAPSS Advisory Service www.cleapss.org.uk

Appendix 1: Risk Assessment Template General

ASSESSMENT SUMMARY	SHEET NO: RA
	DATE: Revisions:

1. ACTIVITY	2. HAZARD OR TOPIC
3. PERSONS AT RISK	
4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES	
5. EXISTING PREVENTIVE AND PROTECTIVE MEASURES	
6. ASSESSMENT OF REMAINING RISK	
7. FURTHER ACTION (WITH PRIORITIES)	
8. ASSESSOR Name..... Signature.....	

Appendix 2: Risk Assessment Template Academic

Department: General Assessment of Potential Risks
<p>Guidelines</p> <p>Teachers should insist on standards of good behaviour to maintain an orderly classroom and should ensure that students enter and leave the room in a disciplined manner.</p> <p>Students should not be put at risk by asking them to climb on furniture, lean out of windows and stand on chairs.</p> <p>Students should be reminded, as necessary, not to swing on two legs of chairs.</p> <p>Due care should be taken in rearranging furniture for the purposes of group interaction.</p> <p>Students should be reminded to use scissors, glue, pins etc., with care and with due concern for their own safety and that of others students.</p> <p>The floor space and exits should be kept clear of bags, coats and other loose materials including wiring. There should be no trailing wires or leads which students could trip over.</p> <p>Due care should be taken when asking children to carry books or equipment, or when helping the teacher move boxes etc.</p> <p>It is the teacher's responsibility to ensure that electrical items are made available for PAT testing.</p> <p>If teachers notice defective equipment or potential danger from defects in the fabric of the building, they should report the matter to the Estates Manager / Caretaker via Every.</p> <p>Students should not be given permission to use departmental equipment unless under the direct supervision of a member of staff.</p> <p>Any History department educational visit has an individual risk assessment.</p>
<p>Description of risk: As indicated above.</p>
<p>Likely consequences: Could result in minor injuries or damage to the fabric – risk level low.</p>
<p><u>Preventive and protective measures</u></p> <p>Issue warnings.</p> <p>Follow guidelines as set out above.</p> <p>Use the school sanctions to deal with any student who is behaving in a dangerous manner.</p>

Appendix 3: Areas requiring risk assessment (non-exhaustive)

Educational

- matters relating to safeguarding
- science experiments
- design & technology
- food technology
- sport and PE activity
- Duke of Edinburgh award
- art
- CCF
- music
- drama & dance
- general classroom
- trips and extra curricular activities
- supervision

Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds
- office
- human resource and recruitment
- vehicles
- events

Risk Assessment Guidance policy reviewed: October 2021

Next Review Due: October 2023