



Carleton House

Preparatory School

Risk Assessment Policy

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DATE OF POLICY:

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To be reviewed

November 2023



Mission Statement

We live, love and learn with Jesus.

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1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy

Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees

Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)

Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff

Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed

Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations

[The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

[DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed

[DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

[The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm, damage or loss to people, structures and the environment, such as chemicals or working from height
Risk	A balance of the probability of the hazard causing harm or loss and the severity of any such harm or loss. The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent harm of loss people being harmed

4. Roles and responsibilities

4.1 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them
- Make available such resources that are reasonably needed to ensure risk assessments can be implemented

4.2 The Headteacher

The headteacher, or in the headteacher's absence the deputy Headteacher, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments

Alerting the headteacher to any hazards risks they find which need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work, and provide method statements or safe systems of works to mitigate or manage the risk to occupants using the site in agreement with the Head Teacher.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Areas of coverage may include: health and safety (eg premises and equipment, public rights of way), matters related to pupil welfare (eg medical needs, supervision and school trips), recruitment-related issues, matters related to safeguarding (eg *Prevent*, bullying), lessons (activities, recreation, sport, boarding), other issues of relevance to the particular school.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will be classed as vulnerable and will have special requirements, for instance pupils with special educational needs (SEN) and new or expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 1 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

6. Monitoring arrangements

Risk assessments are written as required and are reviewed by the Headteacher.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid

Appendix 1: Risk Assessment Template

Risk Assessment.



Document Name:.....

Introduction

Purpose

Hazard	People / Objects at Risk	Existing Control Measures	Are further control measures needed?	Actions Needed

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Risk assessment prepared by	Date of Risk Assessment	Review date
Risk assessment reviewed by	Reviewed on	