



# Hall Green Primary School



# Risk Assessment Policy

This policy was adopted on

Signed .....

Name:

Role:

It is next due for review in December 2023 (or as soon as the need arises)



## Contents

	Section	Page
1	Aims	3
2	Legislation and statutory requirements	3
3	Definitions	4
4	Roles and responsibilities	4
5	Risk assessment process	5
6	Implementation	5
7	Monitoring arrangements	6
8	Links with other policies	6
	Appendix 1: Statutory risk assessments checklist	7
	Appendix 2: Risk assessment template	8



## 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 of academies and independent schools to have a written risk assessment policy. As a maintained school, Hall Green Primary is therefore not required to have a Risk Assessment policy. However, governors and leaders believe that clarification of requirements and confirmation of intent are best provided in an agreed policy relevant to all staff.
- 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, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment (NB there is no asbestos present in the current school building, nor is there any asbestos present anywhere on the site.)
- 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

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.



### 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 to people, such as chemicals or working from height
Risk	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 people being harmed

### 4. Roles and responsibilities

#### 4.1 The Local Authority and Governing Body

Sandwell has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Body.

The Governing Body delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

Sandwell as the employer, 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

#### 4.2 The Head Teacher

The Head Teacher, or in the Head Teacher's absence the Deputy Head Teacher, 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 Head Teacher to any 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.



## 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.

**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 have special requirements, for instance pupils with special educational needs (SEN) and 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 2 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?

**Step 6: retaining risk assessments** – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

## 6. Implementation

- Staff have the duty to:
  - Inform themselves of any risk assessment undertaken which is related to any activity they participate in. This includes a duty to have a clear understanding of how to implement any control measures documented and an ability to implement those controls.
  - Ensure that there is a risk assessment in place for any activity which has the potential to cause harm, injury or illness (i.e. presents a risk) to children or adults.
  - comply with all controls detailed in risk assessments related to both general and specific activities they participate in
  - actively participate in ensuring that other site users and/or participants in specific activities, are complying with the control measures detailed in relevant risk assessments
- All risk assessments will be accessible to all staff via the school's "shared area". Electronic copies will be saved in the Risk Assessment sub-folder of the Health and Safety folder.
- Risk assessments pertinent to staff who do not routinely access the shared area (e.g. cleaners and midday supervisors) will also be accessible as hard copies. These may include risk assessments relating to e.g. cleaning fluids (COSHH); working at heights. Risk assessments stored as hard copies in addition to being available on the shared area, will be kept in the Site Manager's office.



## **7. Monitoring arrangements**

Risk assessments are written as needed and reviewed by the Site Manager or any competent member of staff to whom the risk assessment is delegated.

This policy will be reviewed by the Head Teacher every 2 years and approved by the Behaviour, Health and Safety Committee of the Governing Body.

## **8. Links with other policies**

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Administration of Medication
- Fire Emergency Evacuation
- Emergency and Business Continuity Plan
- Off-site and Out-of-hours Activity Policy
- Safe Management of Contractors



## Appendix 1: Statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			

## Appendix 2: Risk assessment template

RISK ASSESSMENT FOR:	
Risk assessment undertaken by:	
Role:	
Date risk assessment undertaken:	
Review date:	

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES