



RISK ASSESSMENT POLICY

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| This policy will be reviewed annually or in response to changes in legislation | | |
| Created | October 2016 | MB Health and Safety Ltd |
| Last Review | September 2023 | Group Estates and Health & Safety Manager |
| Approved | September 2023 | Operations Board |

This Policy applies to all year groups at Thomas's Schools, including the EYFS. Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body.

For additional guidance please refer to the Risk Assessment Guidance handbook located in the Staff Resources on My School Portal This Policy should be read in conjunction with Thomas's Health and Safety Policy, Safeguarding and Child Protection Policy, Supervision Policy, Educational Visits and Offsite Activity (EVOSA) Policy.

1. LEGAL REQUIREMENTS AND SCOPE

The Management of Health and Safety at Work Regulations 1999 require risk assessments of all significant hazards in the workplace. They require employers to look at all hazards and assess them accordingly.

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 Education (Independent School Standards) Regulations 2014 (ISSRs) and Early Years Foundations Stage.

Thomas's are best placed to understand the needs of their schools and communities and to make informed judgements about how to balance delivering a broad curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this, schools will follow advice and maximise the use of control measures to effectively minimise risks.

The welfare, safety and protection of pupils at Thomas's school is safeguarded and promoted by the drawing up and effective implementation of this risk assessment policy; and appropriate action is taken to reduce risks that are identified.

Thomas's will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Health and Safety Co-ordinator, assisted by the Health and Safety Manager, will ensure that:

- all premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format;
- such assessments are reviewed annually;
- assessments are recorded and copies held by Thomas's;
- all assessments identify necessary protective and preventative measures.

Thomas's will monitor safety performance on an informal basis by ensuring Health and Safety issues are discussed with employees.

Monitoring and evaluation will be carried out by the Health and Safety Governor with support from the Health and Safety Manager and Director of Operations through the Health and Safety committees (both school and cross-school) and the annual Health and Safety audit

2. EXECUTIVE SUMMARY

The School takes a systematic approach to managing risk and conducting risk assessments to promote children's welfare. The School ensures that it takes all reasonable steps to ensure staff and children in its care are not exposed to risks and can demonstrate how they are managing risks.

The School determines where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how it is managing risks if asked by parents and / or carers.

Risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

All members of staff have a responsibility for Health and Safety and should have an active approach to help the School manage risk.

Members of staff are to ensure that they regularly review the arrangements within their classrooms, follow risk assessments, and all safe methods and procedures for the work they are involved in.

Therefore all staff are expected to:

- review the risk assessment for any activity they are involved in;
- review the risk assessment if the context changes;
- implement the identified control measures to control risk so far as reasonably practicable;
- ensure those affected by school activities have received suitable information on what to do.

If in doubt, staff should ask to see the risk assessment.

3. OBJECTIVES

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting and safeguarding children's welfare.
- 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 reduce and control risk so far as reasonably practicable.
- To reduce the likelihood of harm through negligence, lack of foresight and improper planning by being pro-active in reducing risk, looking forward at plausible risks and planning properly.

- That those affected by school activities have received suitable information on what to do and what not to do.
- That risk assessments are recorded and reviewed regularly and when appropriate in the interim between regular reviews.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

A Risk Assessment Guidance handbook is available within the health and safety suite of policies to assist nominated persons to carry out general risk assessments.

4. WHO SHOULD CARRY OUT THE RISK ASSESSMENT?

A meaningful assessment can only be carried out by persons who have a thorough understanding of the work and activities that take place both inside and outside of School and how this work and activities are organised and carried out. Staff should complete the risk assessment relevant to their area of work or activity and send this to the Health and Safety Co-ordinator for final approval. It is essential that these people are familiar with risk assessment techniques and the documentation used in the process.

In certain more complex areas the assistance of the Health and Safety Co-ordinator and/or the Health and Safety Manager may be required to advise on legislation or the technical aspects of control measures.

Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

5. GUIDANCE ON THE COMPLETION OF RISK ASSESSMENTS

5.1 *The following action should be taken for a risk assessment to be completed:-*

- Nominate persons to carry out assessments
- Provide information and documentation
- Set time scales for completion
- Ensure time and resources are available to assessors
- Create a system for managing the assessment and documentation
- Ensure all at risk are made aware of the assessment and outcomes
- Ensure records of assessments are kept
- Review risk assessments annually, (if review has not been required for any other reason during this period) at the start of each academic year

5.2 *Risk assessments will take into account:*

- a. Hazard - something with the potential to cause harm.
- b. Risk - an evaluation of the likelihood of the hazard causing harm.
- c. Risk rating - assessment of the severity of the outcome of an event.
- d. Control measures - physical measures and procedures put in place to mitigate the risk.

5.3 *The risk assessment process will consist of the following 6 steps:*

- a. What could go wrong?
- b. Who might be harmed?

- c. How likely is it to go wrong?
- d. How serious would it be if it did?
- e. What are you going to do to stop it?
- f. How are you going to check that your plans are working?

5.4 *Risk assessments will be reviewed:*

- a. when there are changes to the activity;
- b. after a near miss or accident;
- c. when there are changes to the type of people involved in the activity;
- d. when there are changes in good practice;
- e. when there are legislative changes;
- f. annually if for no other reason.

6. GENERAL RISK ASSESSMENT TEMPLATES

To assist the process risk assessment templates and an associated guidance booklet have been created to simplify the process of risk assessment throughout the schools. The templates and checklist pre-identifies the significant hazards inherent in schools generally.

All staff have access to all on-line risk assessment templates and the risk assessment handbook via the Staff Resources on My School Portal. Risk assessment templates available are:

- 2.1 School Premises and General Activities
- 2.2 Classroom Checklists and assessments
- 2.3 Fire
- 2.4 Office/Admin and Display Screen Equipment (DSE)
- 2.5 New and Expectant Mothers
- 2.6 CoSHH
- 2.7 Young Persons
- 2.8 Educational Visits (follow the EVOSA policy)
- 2.9 Transport
- 2.10 Manual Handling
- 2.11 Maintenance, Caretakers and Contractors

7. RISK ASSESSMENTS USING HEALTH AND SAFETY CODES OF PRACTICE

Codes of Practice containing generic risk assessments for more hazardous activities occurring in schools should be created by the relevant Heads of Departments for the following areas:

- Primary School Curricular Activities
- Design and Technology
- Science
- Physical Education
- Art and Pottery
- Swimming Pools and their use.
- Drama
- Outdoors activities

Staff should use the documentation contained in the above to complete risk assessments for the curriculum subject or area of work concerned.

8. SUPERVISION OF PUPILS

The School's Supervision, Lost Child and Uncollected Child Policy sets out the measures in place to supervise children during the school day and on school visits. These arrangements are risk assessed and reviewed as part of the review process for these policies. Staff should be aware of their responsibility to dynamically risk assess on a daily basis, taking into account changes in individual circumstances and the weather for example.

In circumstances which fall outside these policies, a risk assessment should be undertaken to ensure sufficient supervision is in place to ensure the safety of pupils.

9. SCHOOL VISITS

Planning for school visits and trips must be completed in accordance with the Educational Visits and Offsite Policy (EVOSA).

10. SAFEGUARDING

The Designated Safeguarding Lead ensures that staff have received relevant safeguarding training and that this is updated regularly to include relevant topics including Prevent, child-on-child abuse, bullying and neutral notification. Refer to the school's Safeguarding and Child Protection Policy, Anti-Bullying Policy and Behaviour Policy.

11. EYFS

A risk assessment must be completed of outdoor spaces and the classroom of EYFS children. This risk assessment will be reviewed at least once a year or more frequently when the need arises.

The risk assessment must identify aspects of the environment that need to be checked on a regular basis, and a record of these aspects and when and by whom they have been checked must be kept. The regularity of these checks will be determined according to the assessment of the significance of individual risks.

12. MEDICAL

The First Aid and Medical Care policies outline the school's procedures in place to ensure pupils are appropriately supported in response to accidents or for ongoing medical support / medication administration.

13. STAFF RECRUITMENT

Staff are recruited in line with the schools Recruitment Policy. In the rare instances where a member of staff commences employment before a DBS certificate is received a Safeguarding Risk Assessment is completed to decide on the level of supervision required to be put in place for the individual to commence employment. This is completed by the HR Manager and shared with the Head and the school's Designated Safeguarding Lead.

Where it is deemed that adequate supervision cannot be provided, the employment start date will be delayed until either adequate supervision is available or until the DBS certificate has been received.

Safeguarding risk assessments will be reviewed every 2 weeks by the HR Manager who provides an update to the Head and DSL until the DBS certificate has been received and seen by the school.

If an applicant holds an enhanced DBS and is recruited from a position working in a school in England without a break in service of more than three months, the school is permitted to port the DBS, as long as a separate Barred List check is undertaken and the candidate produces the original certificate of his/her DBS disclosure. In exceptional circumstances, the school may rely on the three month rule.

13. FURTHER INFORMATION

The HSE guidance '[Managing risks and risk assessment at work](#)' contains useful information on risk assessment.

14. MONITORING AND EVALUATION

Thomas's Group Estates and Health & Safety Manager will be responsible for ensuring that this policy is monitored and evaluated through reports from H&S advisors and reports received from SLT and other staff.