



The St James and Emmanuel Academy Trust



Risk Assessment Policy

Didsbury CE Primary School

Risk Assessment Policy March 2018

School Vision:

Didsbury CE is committed to nurturing learners who think creatively and achieve their potential reflecting our core values of independence, confidence and respect.

Belonging ; Believing; Becoming

INTRODUCTION

Health and safety legislation requires every employer to carry out a “suitable and sufficient” assessment of the risks to health and safety of both employees and persons not in their employment arising out of or in connection with their work activities. The law does not require that we eliminate all risk but to protect people as far as ‘reasonably practicable’. For significant risks these assessments should be formally documented and all staff made aware of them. In school settings it is the responsibility of the head teacher to ensure risk assessments are conducted. The actual assessment process may be delegated to other members of staff.

WHAT IS A RISK ASSESSMENT?

A risk assessment is nothing more than a careful examination of how people could be harmed from a particular activity or situation. The assessment helps to identify the likelihood of harm and whether adequate precautions have been taken or if further control measures should be introduced to reduce the risk of harm to as low a level as possible.

Definitions

Hazard: something with the potential to cause harm.

For example a hazardous substance, working at height or the behaviour of a young person

Risk: the likelihood of potential harm occurring.

For example ingesting the hazardous substance, falling from a ladder, physical assault.

This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

Control Measure: Action taken to prevent someone being harmed.

For example labelling and storing hazardous substance securely etc.

FIVE STEPS TO RISK ASSESSMENT

STEP 1 – IDENTIFY THE HAZARDS

In most cases these can simply be identified by observation of the task / workplace and consulting with those staff involved in the activity. The focus should be on identifying the significant hazards and not the trivial.

STEP 2 – IDENTIFY WHO MIGHT BE HARMED AND HOW

The next step is to decide who might be affected by the hazard/s. This could include staff, pupils, contractors, visitors and/or members of the public depending on the nature and location of the activity. Some individuals may have particular requirements e.g. new and young employees, new and expectant mothers, those with disabilities / medical conditions etc. and may be at particular risk.

STEP 3 – EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS

Having identified the hazards you must now decide what to do about them by considering the existing procedures and controls in place and determine if any additional actions need to be taken. i.e. whether you have done all that is reasonably practicable to reduce the risk of harm occurring. Ensure all of the control measures you have in place against each identified hazards are listed In evaluating the risk the likelihood of

harm occurring and the severity of potential injury should be considered. This will help identify the urgency of control measures and whether, following the introduction of controls the risk can be reduced sufficiently.

This may be done using a simple **High, Medium and Low** system as outlined below.

Very High	Unacceptable risk – immediate action required. DO NOT CARRY OUT ACTIVITY. Identify further controls to reduce the risk rating to medium if activity is to continue.
High	Risk reduction required – high priority May only take place if good control measures can be implemented. Ensure a risk assessment is undertaken and cleared by Risk Assessment coordinator (HT) before this takes place
Medium	Medium risk – action required if practicable. If it is not possible to lower the risk further, you will need to consider the risk against the benefit, so far as is reasonably practical. Risk assessment necessary and must be checked by coordinator.
Low	Low risk – no further action required

For Very High, High and Medium risk activities supplementary risk assessments must be filled out (see appendix A for risk assessment sheet)

Very High - Unacceptable risk - immediate action required

DO NOT CARRY OUT ACTIVITY

You need to identify further controls to reduce the risk rating if activity is to continue.

High Risk - reduction required - high priority

May only take place if good control measures can be implemented.

Medium Risk - action required if practicable.

If it is not possible to lower risk further, you will need to consider the risk against the benefit. so far as is reasonably practical

Low Risk – low priority - further risk reduction

Aim for further risk reduction if practicable may not be feasible or cost effective.

STEP 4 – RECORD AND IMPLEMENT THE FINDINGS

A risk assessment must be suitable and sufficient, the level of detail in a risk assessment should be proportional to the risk. The purpose is not to detail each trivial hazard but to ensure that significant hazards are adequately assessed with the aim of informing safe working practices.

In the majority of cases the use of simple bullet pointed controls would be sufficient.

Staff should be involved throughout the risk assessment process and upon completion risk assessments should be centrally filed and shared with all those (staff, contractors etc.) who may be affected. Completed risk assessments should be signed off by the person completing the assessment and should be agreed by the head teacher / head of department.

STEP 5 – REVIEW

Risk assessments should be reviewed regularly i.e. annually or as soon as any significant changes have occurred. You should review a risk assessment immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required.

USE OF MODEL / GENERIC RISK ASSESSMENTS IN THE CURRICULUM

The process of risk assessment and the recording of significant findings are required by health and safety legislation. In accordance with HSE guidance, 'model' risk assessments developed by national bodies such as CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) may be adopted where schools:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

Simply referring to model assessments or other published schemes is insufficient, in particular with regard to curricular activities it must be possible to evidence that these assessments have been consulted, adapted where necessary and the protective and preventive measures required have been taken into account.

Risk assessment within the curriculum should be a process involving comparison with the model risk assessment and adaptation to local circumstances where necessary, such as the size of room, class size, behaviour of the class to be taught etc.

This is best achieved by incorporating risk assessments into materials normally used in teaching and annotating texts used daily i.e. schemes of work, lesson plans, worksheets etc.

Didsbury CE Primary School does have a risk rating 1 – Low, 2 Medium, 3 – High in place on all lesson plans.

Any lesson with a medium risk assessment will have a suitable risk assessment signed off by the coordinator.

Any lesson with a High risk assessment will be adapted and controls taken to minimise the risk to a medium risk, whereupon a risk assessment will be undertaken. **No High risk activities in lessons will take place.**

FURTHER GUIDANCE

If you require any further assistance with completing risk assessments contact the risk assessment coordinator – Simon Ball Head of School

Subject specific guidance can be found at:

Science and Technology

<http://www.ase.org.uk/>

Be Safe! Health and Safety in primary science and technology.

Art

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/>

Physical Education

Safe Practice in Physical Education and School Sport' BAALPE / afPE

<http://www.afpe.org.uk/>

Offsite Visits - see Educational Trips and Visits Policy and paperwork

Simon Ball

Paul Good

Head of School

Chair of Governors

20/3/2018

20/3/2018

Review March 2021

DIDSBURY CE EDUCATIONAL VISIT RISK ASSESSMENT

Ensure all staff involved in the trip have read, are familiar with and have signed this risk assessment. Please ensure it is also signed by Mr Ball at least three working days prior to any off site visit taking place. One copy to be left with Mr Ball and one copy to be taken on the trip.

The planning and risk management for this visit has been approved in accordance with the school's Safeguarding and Child Protection policy and procedures.

Year: Number of pupils on trip: Ratio of children to staff:	Date:	Method of transport: Metrolink/Walking/ Public Bus/Coach	Venue: Pre Visit:	
Time of departure: Time of return:	Contact number for emergency mobile:	Medication: Person(s) Responsible:		
Nature of activity and links to medium term planning:				
Hazard	Persons at Risk	Before Control	Control Measures	After Control
List the hazards here	Who may be	* <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	What further action is necessary to control the risk?	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> *

	affected?	High Med Low	List the risks, which are not adequately controlled, and the action to be taken where it is reasonably practicable to do more.	High Med Low
Walking to/back from _____. Tripping/falling when walking.	All	High	Teacher in charge to count all pupils & staff before leaving school building and check against register. Once ascertained everyone there, group to walk all together in 2s with one member of staff at the front of group and one member at the back. Adequate staff/child ratio. Extra vigilance at all times and member of the staff at the front of group to warn pupils and staff of upcoming hazards. Verbally prompt up and down steps/curbs. First aid kit to be carried by...	Low
Crossing roads.	All	High	Only cross in designated areas when teacher in charge says it is safe to cross. One member of staff at the front of group and one at the back. Group may need to split into two to cross the road with enough time when the green man is flashing.	Low
Weather or other changeable factors: emergency plans	All	High	Letter to all parents at least a week before trip. Children to bring coats/waterproof clothing.	Low

Risk of injury from dogs /wildlife.	All	Med	Staff vigilance at all times. Verbal warnings to 'not touch'. Stay safe distance from animals. Move children away from animals quickly and safely or wait for animals to pass calmly.	Low
Members of the general public.	All	Med	All staff to supervise and be vigilant at all times. Adequate staff/child ratio. Adults to reinforce stranger danger. Children will be reminded not to talk to strangers. Teacher to complete regular head counts.	Low
Waiting at the Metro Station (Outward and return journey).	All	High	Staff vigilance at all times. All children to line up against the wall and remain behind yellow line at all times, only enter the metro when adult says it is safe to do so. A member of staff to get on first & supervise pupils getting on/direct to seats, one member of staff to get on last once ascertained all pupils are safely on metro. Sit away from door/exit if possible to reduce risk of trapped fingers and absconding. A member of staff to assist children step onto metro. Staff to make children aware of footing/gap between the platform and metro.	Low
Public bus	All	Med	Children to be supervised with at least 1	Low

			<p>adult per 10 children.</p> <p>Children should be supervised at all times so they are not put into a vulnerable position with the general public. Walk in 2s on way to bus stop outside of Barclays bank and when off the bus outside of the Co-operative on Wilmslow Road. One member of staff to get off the coach first to supervise children as they disembark. Children are clearly briefed, before getting off the bus, where to go/what to do once they have left the bus.</p>	
Risks associated with the nature of the activity -	All	High	<p>Parents made aware of visit. Pupils briefed. Staff to be vigilant and support where necessary. All staff to supervise. Adequate staff/child ratio. First aid kit in outings bag. Mobile phones for emergencies.</p>	Low
Pupils needing medication. Inhalers for asthma.		High	<p>Ensure that staff with the necessary training and medication to administer this are always close to the specified pupils throughout visit.</p>	Low
Use of toilets.	All	Med	<p>Vigilant supervision. Staff assigned particular children to monitor. Staff to continually brief pupils as to potential hazards. Staff to check toilets before</p>	Low

			children enter.	
Pupils wandering away from group, absconding or getting lost.	All	Med	All staff to be vigilant & count children regularly. Staff assigned particular children to monitor. Children briefed on the rules. Staff to always communicate to and show pupils where the meeting point is. Should a child abscond follow school protocol and call the police, school and parents.	Low
Walking through Stockport town centre	All	Med	Children to be supervised with at least 1 adult per 10. Route taken to be as follows:	Low
Pupils who require observation during this visit due to behavioural issues.		High	Children have been briefed on expectations daily for the week running up to the visit. Children will again be briefed on behavioural expectations before leaving class to go to the metro. It will be made very clear to the children that any behavioural issues prior to leaving for the metro and the child will not attend. Adults to be spread out across the line of children when walking/on transport. Head of school will be called to pick up any child who is not behaving in a safe manner when on the trip.	Low

Staff	Signed	Date
Mr Ball		

As a parent volunteer, I have signed below to state that I have read and understood this risk assessment. I agree that I will not use my mobile phone during this visit, other than for emergency reasons. I will not take photos on this trip, unless I have been asked to do so using a school camera/iPad.

Name	Signed	Date

Simon Ball

Paul Good

Head of School
20/3/2018

Chair of Governors
20/3/2018

Review March 2021

