



# ST PETER'S

PREPARATORY SCHOOL

## Risk Assessment policy

Updated on 28 January 2019  
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(Director of Operations)

Approved by Head:

*Charlotte P. Jones*

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# **Risk Assessment Policy**

## **Aim**

It is the aim of this policy to outline the procedures required for undertaking risk assessments for any specific or generic activities happening within the School.

## **How to Complete a Risk Assessment**

It is policy to document that risk by completing a risk assessment sheet. Any member of staff is empowered to complete a Risk Assessment Sheet that should then be handed to the Health & Safety Officer for review and further action.

The School has an agreed procedure for completion of risk assessments. All risk assessments should be stored firstly on google drive but also (whenever possible) on the School network.

A Risk Assessment session for all teaching staff is carried out by the Director of Operations during an appropriate staff meeting or INSET event. This is to give guidance and help in completing and assessing risk assessments in relation to school visits and residential trips.

There is also guidance on risk assessments in the Outdoor learning and Educational Visits policy.

## **Activity Visit Checklist**

As outlined in the Outdoor learning and Educational visits policy, the Activity Visit Checklist should be completed for external visits. It is an aide memoire to ensure you have thought about medical needs, food and accommodation needs together with staffing levels and other issues. Completion of the checklist will help you ensure that the visit has been properly authorised and planned.

## **Risk Assessment Sheet**

The purpose of this sheet is to examine the risks associated with a visit or activity and to assess the level of such risk together with the steps to be taken to manage the risk in an appropriate way.

By referring to the guidance notes you will see that you should, for example, consider:

- Location
- The age and experience of the children
- The age and experience of the staff
- The specific activity being undertaken
- Weather conditions
- “Stranger danger” and other pastoral issues
- Equipment being used or needed (and its condition and safety)
- What level of briefing is needed (pupil and staff)
- Transport and traffic issues
- Specific pupil issues (e.g. a known problem with fine motor skills may be an issue for a child)
- Review any known disabilities amongst pupils. It is important that every child participates to the fullest extent in a visit or activity

This list is not exhaustive but covers most aspects of risk assessment that are likely to be present.

In completing the form staff are encouraged to be practical and realistic.

### **Level of Risk**

Within the Risk Assessment worksheet there is a section entitled “Level of Risk”. Here we categorise each aspect of the risk assessment being undertaken as high, medium or low risk. Reference to the guidance notes will help you with this.

### **How Do We Interpret and Use a Risk Score?**

The most difficult element of the assessment to score is the likely severity of an incident. In many cases the most severe manifestation of an incident will be fatal but in most cases this is extremely unlikely. The key word in using the severity score is “likely” i.e. what is probable or what could the School reasonably have been expected to consider could happen as the result of an incident involving this risk.

As a general principle, the risk assessment grid will remind you to be cautious about taking an inexperienced, young group of children with inexperienced staff on anything other than a low risk activity.

The hazard score for the activity itself can be quite subjective. This is to be expected and you are requested to use common sense. For example, canoeing is a high risk activity as it involves an activity on water. However, the level of risk associated with canal based canoeing is lower than for salt water canoeing (where tide, wind and sea swell will have an important effect) and also lower than river canoeing where water flow is subject to variation depending on rainfall. In any of these canoeing activities, the risk would be high but with a group of inexperienced children the group leader must take account of wind, tide, swell, rainfall etc. because in certain conditions the risk would be unacceptable, even with a group of international paddlers! If in doubt, consult your Educational Visits Coordinator for guidance.

The School is committed to giving its children the widest possible experiences. Within this context there are three categories of acceptable risk: Low, Medium and High. **We do not want to shrink away from high risk activities but we will manage them effectively.**

## **Generic Risk Assessment**

To establish the level of risk present and appropriate procedures to manage the risks identified, in line with the policy statement, the following generic risks are normally assessed and documented:

- Traffic movement on St Peter's campus
- Slipping, tripping and falling
- Manual Handling
- Working with dangerous/ hazardous chemicals (COSHH forms & Asbestos Manual)
- Working with machinery - grounds/ maintenance/ kitchen
- Working with computer equipment
- Posture and back problems
- Working with electricity
- Hygiene – kitchen and personal
- Working at heights
- Use of mobile 'phones
- Risks associated with the storage, preparation and consumption of food
- Pests
- Disease
- Noise
- Dust
- Fire
- Burns and Scalding
- Obstructions, doors, windows and objects that protrude
- Stairs and other confined spaces

This list is not exhaustive and others will be added.

## **Specific Risk Assessment**

There are a number of activities and risks associated with a School that require specific risk assessment:

- Games - sport specific
- P.E.
- Playtime
- Science
- Art and DT
- Wild Woods / Beach School
- Boarding
- Swimming Pool
- Children in positions of responsibility
- School trips and visits
- Transport provided by the school
- Arrival at and departure from School
- Drama and School play

## **Risk Assessment – Monitoring and Evaluation**

The Risk Assessment Database is held electronically in an area of the school computer network that is accessible to all members of staff: Where an assessment leads to the need for further action the Health and Safety Officer should be notified. S/he will add these to the Health & Safety Action Log with a diary note for review of implementation within the database.

The Health and Safety Committee, Owner, Board of Reference and Senior Management Team receive termly reports that detail outstanding actions. Each committee has the opportunity to comment on the relative priorities and recommend deadlines for completion of these.

An overall review of the risk assessments held takes place once a year by the Owner (or more frequently if new legislation/ best practice is to be introduced), usually during the School's summer break.