Risk Assessment Policy	
Independent School Standards: paragraphs 16 and 34	
Policy content: • When and how we assess risks • Procedures for trips, off-site activities, work experience placements • Emergency procedures	
Latest ratification by Trustees:	Sept 2023
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Links:	Safeguarding policy Health and safety policy First aid policy Fire safety policy Educational visits policy Behaviour policy Complaints policy

<u>**Risk Assessment Policy and Procedures**</u>

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1. Introduction

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from The New School's activities and buildings. This enables those responsible to make informed decisions on actions to be taken to eliminate or minimise any risk of harm to those who may be affected.

Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of localised protocols and procedures that are often already in place. Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

2. Responsibilities

The following posts have responsibilities:

Young people are responsible for:

- Behaving in an appropriate manner so as not to jeopardise the Health and Safety of themselves or others
- Taking appropriate hygiene measures to ensure illness and infection are controlled

Employees are responsible for:

- Assisting with and participating in the process of risk assessment.

- Ensuring that control measures are in place to minimise risk
- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

The co-Headteachers are responsible for:

- Overseeing the health and safety of the school and ensuring adequate assessments are completed
- Reviewing risk assessments to ensure control measures are appropriate, resourced and in place

The trustees are responsible for:

- Holding the co-Headteachers to account and ensuring the school is a safe place to work and learn

3. Definitions

For the purpose of this policy the following definitions apply:

Hazard: Something with the potential to cause harm

Hazardous Outcome: A description of how someone could be injured, suffer ill health or have a negative effect on their mental health as a result of interacting with the hazard

Area of risk identified: Pre-populated key areas of health and safety risks which may exist in school such as working at height or fire

Control measure: Actions that can be taken to reduce the risk

Worst case outcome: The most serious outcome that could occur should an accident occur (e.g. slight injury only requiring first aid, serious injury requiring hospital treatment, burns, asphyxiation, death)

Control measures to be considered to further reduce risks: Other than control measures already in place what else could be implemented to reduce risk. Principles of prevention should be considered starting with 1 and working through the list. They are in order of effectiveness at reducing risk:

1. Avoid risks.
2. Evaluate the risks that can't be avoided.
3. Combat risks at the source.
4. Adapt the work to the individual.
5. Adapt the technical progress.
6. Replace the dangerous with the non-dangerous or the less dangerous.
7. Develop a coherent overall prevention policy.
8. Give collective protective measures priority
9. Give appropriate instructions to workers

Likelihood: How likely is the hazard to cause injury or illness?

Consequence: What level of severity is the worst case outcome?

Residual risk: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence once control measures have been applied to reduce risks so far as is reasonably practicable.

4. Hazard Identification

Employees are responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken. Once this exercise is complete it will be possible to describe activities in a meaningful way for the purposes of risk assessment to avoid unnecessary paperwork and bureaucracy e.g. if the activity of children climbing heights is identified during a number of activities it may be possible to group these activities under one risk assessment, rather than producing a number of very similar documents.

Whenever possible employees should adopt a team approach to risk assessment and involve other staff and children who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out.

All hazards associated with each activity and all groups of persons (e.g. teaching staff, children, parents, site staff) which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in.

5. Risk evaluation and estimation

Once hazards associated with activities have been identified, it becomes necessary to establish what the potential hazardous outcomes or events are that could be associated with the hazard. When identifying who could be harmed, identify how they could be harmed (e.g fire breaking out in the school could result in multiple deaths of children and staff).

The next stage is to examine the likelihood of a hazardous event occurring. Infrequently occurring hazards, present less risk than frequently occurring hazards.

Once likelihood has been determined the probable consequence of the hazardous event should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries). This policy applies only to Health and Safety assessment and not to school business risks.

Risks that have a higher likelihood risk of occurring and/or have a higher consequence should they occur should be recorded in the risk assessment document. If a accident or health issue has the potential to harm multiple persons then the risk becomes higher still.

All control measures in place to reduce risk are added to column 3 and then an assessment if all controls are adequate to reduce the risks to a "reasonably practicable" level. If risks cannot be reduced further when taking into account practicality to implement, reasonability linked to cost, time and resources balanced with remaining residual risk then yes should be placed in column 5. Not all additional controls identified will be reasonably practicable and therefore the risk can be accepted without further action. If it is considered that further controls could practicably be implemented to reduce the risk, then they should be listed in column 6 and implemented within a reasonable timeframe dependant on the residual risk.

This risk estimation process helps to determine the significance of the risks associated with the hazards. The likelihood and consequence table below supports in making an informed decision about the level of risk. The number of people who may be affected by a hazard is a relevant consideration during risk estimation.

Risk assessment is the overall judgement of the level of risk arising from the hazard, based upon the likelihood of the hazard occurring and the potential severity of the existing risk control measures that are already established to reduce / control the risk.

All risks associated with activities will now be identified and systematically assessed.

6 Risk Control

Suitable and sufficient risk control measures will be identified and implemented to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control (principles of prevention) stated in this procedure. Risk control measures are methods used which reduce/control risks arising from the hazard.

Control measures must take into account any relevant legal requirements which establish the minimum levels of risk control. More, up to date, specific information can be found at www.HSE.gov.uk. Where additional control measures are required to reduce the risk, they should be considered according to the order in the following hierarchy of risk control which, as well as being in order of effectiveness to control risks, is also in order of the minimum amount of managerial effort required to maintain them.

When considering additional control measures it should be ensured that they will not introduce any new hazards.

When additional control measures have been identified and agreed they must be prioritised, placed into an action plan and implemented. The action plan needs to be clear about exactly what needs to be done, when and by whom with SMART objectives (Specific, Measurable, Achievable, Realistic and Timed). Where full implementation of the control measures identified cannot be achieved rapidly adequate steps may need to be taken in the interim to minimise the risk.

The implementation of the action plan must be monitored and subsequently reviewed by the person accountable for the creation of the risks to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented.

On occasion risk assessments will be put in place to assess risk around the behaviours of a young person. The form for this can be found here: Risk Assessment for YP

7. Communication

Relevant information identified in the risk assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures must be effectively communicated to all those who may be affected including the children, and be readily accessible to staff and others as appropriate.

Managers need to ensure that the findings of the risk assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons covered in the assessment.

8. Monitoring and Review

The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate.

Risk assessments must be reviewed

- if there has been a significant change in the matters to which it relates
- if there is reason to suspect that it is no longer valid
- at least annually
- if an accident or near miss (incident that could have caused harm) occurs to ensure the risks identified and control measures in place are sufficient

9.Considerations

It is of paramount importance that all staff, children and visitors are safe when within The New School's building or taking part in their educational activities. The following areas should be assessed in line with this policy however the list is not exhaustive and other potential risks may be identified and therefore require assessment:

- Fire risk assessment
- COSHH (Control of Substances Hazardous to Health including chemicals, products containing chemicals, fumes, dusts, vapours, gases and asphyxiating gases, germs that cause diseases, such as leptospirosis or legionnaires disease) risk assessment
- PE curriculum delivery
- Working and learning at heights
- Asbestos management (through asbestos management plans)
- Science curriculum delivery
- Woodwork/DT curriculum delivery
- Education visits (managed in response to the Educational Visits policy)
- Display screen use

- Lone working risk assessment
- Building risk assessment (managed in connection to annual maintenance plan)
- Legionella risk assessment
- Electrical equipment
- Manual handling
- Violence and aggression
- Vulnerable persons, people with pre-existing injuries or ill health (in line with supporting pupils with medical conditions) and pregnant women

Given the subjectivity when assessing and deciding the level of risk from a likelihood and consequence perspective The New School, uses an appropriate template based on the HSE template:

https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm

When considerations of whether the risk is managed to a reasonably practicable level are made consideration must include:

A) How likely is the identified risk going to cause harm to staff or children
B) What consequences would there be to staff, children, members of the public and emergency services on scene?
C) How many individuals would it affect?
D) What severity of injury or illness could occur?
E) Have adequate resources (time and financial) been allocated to controlling the risk?
F) Is the risk managed to a reasonably practicable level?

Appendix 1: Risk assessment template

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RISK ASSESSMENT

Assessment Date	

Name of Assessor 1:		Name of Assessor 2:	

Area/Department Assessed		Line Manager			

The assessment should be reviewed periodically and if accidents or near misses occur. The list given is by no means an exhaustive one.

			Date	Who By
Signed and Accepted by:				

Hazard	How might people be harmed and who may be injured	Control measures currently in place	WORST CASE OUTCOME	Is the level of risk assessed and managed to a reasonably practicable level	If not, what further controls required and person responsible for embedding them
Policy, communication and competency of staff					
Fire					

Electrical equipment				
Burns				
Mental health and safeguarding				
First Aid provision				
Working at height				

Accident/near miss responses				
Housekeeping and waste removal				
Chemical and harmful substances				
Slips, trips and falls				
Asbestos				

Violence and aggression				
COSHH Control of substances hazardous to health				
Lone working				
Manual Handling				
High risk employees (Pregnancy, medical conditions, special needs				

Display Screen Equipment				
Road traffic incident				