

## **Risk Assessment Policy-2022-2023**

### **INTRODUCTION**

The risk assessment policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the school and its premises and then putting in place sensible health and safety measures to control them.

The Principal is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this.

The Principal is further responsible for conducting any necessary reviews or making changes to the policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises (school bus, indoor and outdoor) will be carried out daily. This will be carried out by designated members of staff (bus supervisors in bus, security staff in indoor and outdoor) on arrival at the school and will be completed before the arrival of the students.

During the school hours, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The School's environment, both indoors and outdoors;
- All surfaces, both indoors and outdoors;
- All equipment used by children or staff.
- School bus

On discovering a hazard, staff will take all steps necessary to make themselves and any other people potentially affected, safe. They will then notify the Principal and ensure that a record is made in the Incident Record Book.

The Principal is then responsible for ensuring that any necessary action is taken.

### **The Process of Risk Assessment**

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person.

It is a five step process:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record the findings and implement them
- Step 5: Review the assessment and update if necessary

### **What is a hazard?**

A hazard is anything which can cause harm e.g. electricity, chemicals, fire, etc.

### **What is risk?**

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### **Evaluating the risk**

Having spotted the hazards, you then have to decide what to do about them. It requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

So first, look at what you're already doing, think about what controls, you have in place and how the work is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard.

When controlling risks, apply the principles below, if possible in the following order:

- Try a less risky option (e.g. switch to using a less hazardous chemical in chemistry lab);
- Prevent access to the hazard (e.g. by guarding);
- organise work to reduce exposure to the hazard (e.g. use wet floor mark while cleaning);
- issue personal protective equipment (e.g. clothing, footwear, goggles etc.); and
- provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

### **WHAT IS A RISK ASSESSMENT?**

The Health and Safety Executive (HSE) defines a risk assessment as "a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm". The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

#### **The five step process is as follows:**

##### **Step1: Identify the hazards**

Divide your work into manageable categories considering:

- Location
- Activities
- Equipment
- People Identify the Hazards:
- Chemicals
- Electrical
- Mechanical
- Physical
- School bus
- Field trips

##### **Step2: Decide who might be harmed and how**

For each hazard you need to be clear about who might be harmed, identify the groups of people such as students or staff members or visitors or public.

Identify how they might be harmed i.e. what type of injury or ill health might occur.

### **Step3: Evaluate the risks and decide on precautions**

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place, get rid of the hazard altogether or reduce the risk so that harm is unlikely, if the task has not been adequately controlled, what further actions are required. If any further actions are required, the name of the person responsible for taking action, the task should be recorded along with the projected completion date, with the actual completion recorded in the completed column.

### **Step4: Record the findings and implement them**

Putting the results of the risk assessment into practice will make a difference when looking after our staff.

Writing down the results of your risk assessment, and sharing them with the staff, encourages you to do this.

### **Step5: Review your assessment and update if necessary**

Risk assessments need to be reviewed and if necessary updated every year. However, a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

## **GENERIC RISK ASSESSMENTS**

This policy contains a generic risk assessment template which has been produced to assist our school with the risk assessment process and form a good foundation for identifying hazards, assessing risks and implementing controls.

However, we also pay attention to our own school environment.

The template lists the hazards identified in the school environment and their associated risks and also a range of control measures that should be in place to eliminate or reduce the risks. The form needs to be adapted by a competent person from our establishment, who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and adding any site specific items identified.

## **HOW TO ADAPT RISK ASSESSMENT?**

1. The person carrying out the assessment identifies which template is applicable to their particular activity. They would take the following steps:
2. Review the list of hazards within the “what are the hazards” box and decide if these are applicable to the task/activity.
3. Review the list of people and the consequences of the identified hazards in the “Who might be harmed and how” box and amend to suit individual school circumstances.

4. Review the list of control measures in place in the “What are you doing already” box and amend the list to reflect those procedures, safe working practices that have been implemented within the school.
5. A decision should then be made to determine whether the task/activity is adequately controlled. If additional control measures are identified, These should be listed in the “What further action is necessary” box. If controls in place are deemed to be adequate, then this box would remain empty.
6. When the “What further action is necessary” box is completed the name of the person assigned responsibility for ensuring that the control is put in place should be inserted in the “Action by who” box with a projected completion date added to the “Action by when” box.

The actual completion date for any additional recommended measures should be recorded in the “Completed or Done” box. When actions/controls have been completed, the assessment form will need to be signed off by the person completing the assessment and forwarded to the Principal. Any action that cannot be closed off by the person carrying out the assessment should be brought to the attention of the appropriate person/s, e.g. building supervisor, Principal and a plan will be put in place to close out such actions. Some actions may be on-going and this should be indicated in the “Action by when” box. It would be good practice that any action plan arising out of the risk assessment process is presented to the School management for their information, approval and action if required.

The risk assessments will then need to be reviewed and if necessary updated, every year or so. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Hameed Ali Yahya K. M.  
Principal

## SAMPLERISK ASSESSMENT

<b>School:</b>		<b>Activity:</b>	<b>Outdoor play–Sunburn</b>		
<b>Assessment carried Out by:</b>		<b>Date:</b>		<b>Date of Review:</b>	

What are the Hazards	Who might be harmed And how?	Existing Control Measures What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Completed

<p><b>High Level of exposure to Sun</b></p>	<p><b>Pupils, Staff</b> -Sunburn -Dehydration</p>	<ul style="list-style-type: none"> <li>• Sun hats must be worn.</li> <li>• Sun cream to be applied to pupils prior to arrival at School.</li> <li>• Shaded play areas provided in outdoor playground.</li> <li>• Outdoor playtime limited as required.</li> <li>• Staff are not permitted to apply sun cream to pupils.</li> <li>• Pupils are not permitted to bring sun cream into school</li> <li>• Drinking water available at all times</li> <li>• Parents are informed of school procedures in relation to application of sun cream prior to the pupil beginning school and reminders are sent out at the beginning of third term</li> </ul> <p style="color: red; font-size: small;">You may have other existing precautions you may wish to add</p>	<p>Principal, parents and staff are to ensure pupils wear long sleeves on school trips</p> <p style="color: red; font-size: small;">You may have other further actions that you may wish to add</p>	<p style="color: red; font-size: small;">Name of person responsible to be added here</p>	<p style="color: red; font-size: small;">Realistic time frame to be added here</p>	<p style="color: red; font-size: small;">Sign and date when further actions have been completed</p>
---	---	--	---	--	--	---

## SAMPLERISK ASSESSMENT

<b>School:</b>		<b>Activity:</b>	<b>Dining Hall</b>		
<b>Assessment carried Out by:</b>	Principal & Supervisory Staff	<b>Date:</b>	September 2012	<b>Date of Review:</b>	Annual

What are the Hazards	Who might be harmed And how?	Existing Control Measures What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Completed

<p><b>Defective flooring</b> Slips, trips, falls <b>Spilt food and liquids</b> Slips, falls <b>Broken Glass</b> Cuts <b>Obstacles</b> Trips, falls</p>		<ul style="list-style-type: none"> <li>• Inspection of flooring prior to use</li> <li>• Prompt reporting and repair of defects</li> <li>• Regular cleaning of floors in line with cleaning guidelines</li> <li>• Prompt clearing of spillages</li> <li>• Adequate signage</li> <li>• Use of plastic items if possible</li> <li>• Breakages cleared up promptly</li> <li>• Chipped or damaged items discarded</li> <li>• Walkways to be kept clear of bags etc.</li> <li>• Adequate space allowed between tables for access</li> </ul>	<p>You may have other further actions that you may wish to add</p>	<p>Name of person responsible to be added here</p>	<p>Realistic time frame to be added</p>	<p>Sign and date when further actions have been completed</p>
--	--	---	--	--	---	---



<p><b>Defective furniture</b>  <b>Injury</b>  <b>Electrical equipment &amp; sockets</b>          Electric shock</p>		<ul style="list-style-type: none"> <li>• Regular inspection routine with prompt remedial action</li> <li>• Staff trained</li> <li>• Adequate supervision in relation to age of children</li> <li>• Portable appliance testing and regular visual inspection</li> <li>• Children informed of good code of behaviour, no running, reporting all spills and no horseplay.</li> </ul> <p style="color: red; margin-top: 20px;">You may have other existing precautions you may wish to add</p>				
---	--	--	--	--	--	--

**SAMPLERISK ASSESSMENT**  
**School Trip**

**Activity/Trip Location:**

**Assessment carried out by: Trip coordinator**

**Activity Date:**

**Date of Review:01.02.12**

1.What are the hazards?	2.Who might be harmed	3.What are you already doing? Control measures at present	4.Further action required) (if any)	Action By who?	Action by when?	Completed
<p><b>1.Child left behind at the School.</b></p> <p><b>2.Child not properly clothed for weather.</b></p> <p><b>3.Child requires toilet on the way to the play trail</b></p> <p><b>4.Child needs toilet on arrival at trail</b></p> <p><b>5.Child becomes ill whilst on outing</b></p>	<p>Child</p> <p>Child</p> <p>Child</p> <p>Child</p> <p>Child</p>	<p>Register taken before leaving School and head count on the bus.</p> <p>Parents informed prior to trip and checks made on the arrival at School.</p> <p>Children taken to toilet prior to setting off.</p> <p>Keys are obtained from school for toilet area on Arrival</p> <p>Visit/trip parental consent form taken with medical consent form and emergency contact numbers. First Aid kit taken.</p>				
<p><b>6.Child suffers from travel sickness</b></p>	<p>Child</p>	<p>Children identified who suffer from travel sickness and seated appropriately on bus next to member of staff. Staff equipped with plastic bag, disinfectant wipes etc.</p>				

<b>7. Child becomes sunburnt.</b>	Child	Sunblock (Has parental consent obtained) applied and children to wear hats to protect from heat.				
<b>8. Children become dehydrated</b>	Child Child/Staff	Plenty of drinks taken and children encouraged to help themselves when they are thirsty.				
<b>9. Children/staff have accident whilst on trip</b>	Child/Staff	First Aid kit taken and first aider always present on trip. Emergency contact numbers taken.				

The risk assessment template will be reviewed yearly Date of

Review:

Signature:

<b>School:</b>		<b>Activity:</b>			
<b>Assessment carried out by:</b>		<b>Date:</b>		<b>Date of Review:</b>	

SAMPLE GENERIC BLANK TEMPLATE

What are the Hazards	Who might be harmed and how?	Existing Control Measures What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Completed