

Barnardiston Hall School incorporating EYFS

Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

The Staff of Barnardiston Hall Preparatory School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the School environment, both educational and support, are delivered in a safe manner which complies fully with not just the law but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated about how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut-down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases, simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. We review our Risk Assessment at least annually, or when any changes take place such as change of use/structure of a building. We are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the Bursar and the Head of Early Years and on the school intranet for staff to refer to and use. The Bursar’s Office is responsible for keeping records of staff training.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in the School, each of which requires a separate risk assessment. The most important of these are:

- Fire safety, procedures and risk assessments
- Educational visits and trips.

But risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art (including clay)
- Drama (including the theatre back stage, stage, props room and lighting box)

Early Years

Within the Early Years setting, there are three areas of risk assessment:

1. Assessments of the building and the immediate surroundings, including learning opportunities and equipment used in outdoor play areas.
2. Assessments of the learning opportunities provided and equipment used within the playroom.
3. Assessments of educational outings or trips.

This document has been provided as support material and it is advised that the whole document is printed out and read over before you attempt to undertake your own individual risk assessments.

At Barnardiston Hall School we make use of model or generic risk assessments for our educational activities and visits. We subscribe to the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) which provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and D&T.

Considering all the above our policy is:

- To ensure that there is a system by which hazards which have the potential to cause harm to any individuals are identified and that appropriate controls and precautions are put into place in order to reduce the risk of harm to as low a level as reasonably practicable.
- To inform all those who may be exposed to such hazards the findings of the relevant risk assessment and to clearly instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm as far as reasonably practicable.
- To use only competent persons to carry out risk assessments.

- To call upon and utilise the knowledge and experience of all teaching staff and others when and where considered appropriate in assisting to identify hazards and developing the corrective actions, controls and precautions necessary.
- To promote the understanding of risk and 'risk-taking' to all students and pupils under our control.

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that enables the user to apply a consistent interpretation of the level of risk applicable.
- Provision of specialised equipment and materials required to enable any internally appointed assessor to carry out a risk assessment in a suitable and sufficient manner.
- An appropriately located master file that contains a copy of any current and applicable risk assessments carried out on behalf of the School. This file is available for any member of staff to access and consult at any time and is kept in the Bursary.
- A system by which any identified actions and controls required to be put into place as a result of risk assessment findings are implemented in a timely manner appropriate to the level of risk identified.
- Risk Assessments for school trips and outings are to be completed by members of staff and passed to the Bursar. Visits to the boarding house will be regulated by a 'visitor policy', this means that unsupervised access to the Boarding House is not allowed and visits should be closely managed at all times.

The Responsibilities:

All staff have the following responsibilities:

- To familiarise themselves with the contents and findings of any risk assessment that is applicable to them.
- To follow the controls and precautions identified as a result of any risk assessment which is applicable to them and to ensure that those for whom they are responsible are also made aware of these controls and precautions.
- To report back any changes or suggested changes deemed necessary for any risk assessment in order to update that assessment and ensure its accuracy and applicability
- To not carry out any tasks or operations which are not covered either by a generic risk assessment or a risk assessment specific to that task or operation. If in any doubt, the Bursar, should be contacted beforehand.

Training: The following training will be undertaken by the organisation:

- All staff will be trained in the basics of risk assessment either through the organisation's own internal training system or by arrangement through an external competent organisation.

