



# SAINT NICHOLAS SCHOOL

## RISK ASSESSMENT POLICY



<b>Approved by:</b>	 Headmaster  Chair of Governors	<b>Date:</b> 02/10/23
<b>Last reviewed on:</b>	October 2023	
<b>Next review by:</b>	October 2025	

*Note: This policy applies to all sections of the School including EYFS Except the nursery, which has its own policy.*

This policy:

- Is non-contractual in nature;
- Applies to all members of staff except those who have not completed their probationary period;
- Can be adjusted by the School to suit specific circumstances;
- Can be varied unilaterally by the School.

## 1. INTRODUCTION

The Governors of Saint Nicholas 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 that complies fully with not just with the law; but with best practice. While Risks are inherent in everyday life, we need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

## 2. 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 put in place in order to eliminate or reduce the risk to staff, pupils and others.

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

Risk assessments are reviewed on a regular basis; annually as a minimum but also after any significant changes to premises, procedures or following an accident. At Saint Nicholas School we are very aware that all staff and pupils need to receive training.

The Risk Assessment Policy is reviewed annually.

## 3. WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Saint Nicholas School, each of which requires a separate risk assessment. The higher risk and most important of these include:

- Fire safety, procedures and risk assessments
- Educational visits and trips.
- Educational
- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Duke of Edinburgh award
- Art

- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props and lighting)
- COVID -19

At Saint Nicholas School we make use of model or generic risk assessments, for our educational activities and visits [apart from our EYFS setting]. All teaching staff and technicians receive induction and training in risk assessments tailored to their specific areas.

#### 4. CONDUCTING A RISK ASSESSMENT

A Risk Assessment is primarily the recording of precautions which have, in most cases, been applied to working and teaching areas. It should not be an onerous task and for low risk environments should take no more than 15-20 minutes. As a Risk Assessment is subjective, it is easier and more effective if carried out by a minimum of two people in order to identify as many Hazards as possible and think of a variety of control measures.

- **Appendix One:**  
**Risk Assessment Simplified: gives guidance on identifying Hazards and quantifying Risks.**
- **Appendix Two:**  
**Risk Assessment Template**

When completed, a copy should be retained by the assessor and a copy sent by email to the Operations Manager.

The most important point is not to focus on deciding whether a risk should be number 2 or 3; if in doubt give it the highest number. In this way calculating each risk level should only take a couple of seconds.

#### 5. PASTORAL

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

#### 6. UNSUPERVISED ACCESS BY PUPILS

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the pond etc. Doors or gates to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

#### 7. SPECIALIST RISK ASSESSMENTS

The Operations Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

#### 8. REVIEWS

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular

health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

#### **9. RESPONSIBILITIES OF ALL STAFF**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Operations Manager and other members of the SLT in order to enable the Governors to comply with their health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the Operations Manager. This is either by email or telephone in the case of immediate risk to safety, or by completing a Maintenance Request Form for less urgent issues.

## APPENDIX 1

### Risk Assessment Simplified (1)

#### Definitions

##### Hazard:

Object or activity with the potential to cause harm or damage.

##### Risk:

Likelihood that damage or harm will occur

##### Risk Level:

How serious an injury could be and how likely it is to occur.

#### **Standard terms used in risk assessment**

Potential Severity Rating (PSR) i.e. How serious could an injury be (worst case)

Death or major injury (RIDDOR)	3
7 day injury (RIDDOR)	2
All other injury or illness	1

Risk Likelihood Rating (RLR) i.e. How likely it is for this to occur.

Certainty or near certainty to occur	3
Will occur sometimes	2
Very unlikely to occur	1

To calculate the Risk Level simply multiply the PSR by the RLR

Priority i.e. How urgent are control measures?

High	6-9
Medium	3-4
Low	1-2

## **Risk Assessment Simplified (2)**

### **Calculating Risk Level**

#### **Step One**

How serious could it be-Give it a number

3 - Death/Major injury

2 - 7 day injury

1 - All other injury

#### **Step Two**

How likely is it for this to occur-Give it a number

3 - Certain or very likely to occur

2 - Will occur sometimes

1 - Very unlikely to occur

#### **Step Three**

- Multiply the two numbers from above and enter this figure in the RISK LEVEL BOX

#### **Step Four**

Priority

Which band does the number in the Risk Level box fall into?

- High 6-9
- Medium 3-4
- Low 1-2

#### **Step Five**

Once you have decided on Control Measures, repeat Steps One, Two and Three to give the Residual Risk, which should be lower than without Controls

i.e the whole point of carrying out a Risk Assessment!

**APPENDIX 2 - RISK ASSESSMENT TEMPLATE**

Area/Activity			Assessor		Date	
HAZARD	PERSONS AT RISK	RISK LEVEL	PRIORITY	CONTROL MEASURES	RESIDUAL RISK	