

**RISK ASSESSMENT POLICY and GUIDANCE  
(INCLUDING EYFS)**

Author: Andy Southgate  
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# RISK ASSESSMENT POLICY and GUIDANCE

## BACKGROUND

This guidance is applicable to all those with responsibility for undertaking Risk Assessments for activities which are under their control. It should be read in connection with the policies listed at the end of this guidance.

It is a requirement of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundation Stage standards that Risk Assessments are maintained.

## OBJECTIVES

This guidance has the following key objectives:

- To ensure that suitable and sufficient Risk Assessments are undertaken for activities where there is likely to be significant risk
- To ensure that identified control measures are implemented to control risk so far as reasonably practicable
- To ensure that those affected by school activities have received suitable information on what to do
- To ensure that Risk Assessments are recorded and reviewed when appropriate

## GUIDANCE

The Head Master of the Prep School is responsible for the annual update of the policy. All members of staff are responsible for the implementation of this policy. They will be supported by key staff as appropriate who can be asked for advice.

Educational Visits and Trips:	Mrs Elaine Filmer-Bennett
General (including games and activities):	Mr Simon Howkins

For all Health and Safety matters and matters concerning the grounds and buildings at the Prep Schools, Mr James Halton, the Assistant Bursar (Estates) is responsible.

This guidance is applicable to general Risk Assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there are separate arrangements in place. Similarly separate guidance exists for teaching area Risk Assessment.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on a regular basis and staff should feel able to ask for further guidance at any stage.

The school's standard template Risk Assessment form for Activities and Clubs is attached in Appendix 1. Appendix 2 gives step-by-step instructions as to how the Risk Assessment should be completed. Appendix 3 provides the lines of accountability for the completion of risk assessments.

Risk Assessments will take into account:

- **Hazard:** something with the potential to cause harm
- **Risk:** an evaluation of the likelihood of the hazard causing harm including a rating assessment of the severity of the outcome of an event
- **Control measures:** physical measures and procedures put in place to mitigate the risk to an acceptably low level

The Risk Assessment process will normally consist of the following steps:

- Identify the potential hazards
- Decide who might be harmed and how this might occur
- Evaluate the severity of the outcome of an event
- Identify and describe the physical control measures and procedures put in place to mitigate the risk to an acceptably low level
- Ensure all those with responsibility for the activity are aware of the risks
- Review the assessment regularly and update as necessary

Risk Assessments are to be reviewed on the following occasions:

- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type or number of people involved in the activity
- When there are changes in good practice
- When there is a change in person responsible for the Risk Assessment
- When there are legislative changes
- Annually if for no other reason

A non-exhaustive list of areas which typically require Risk Assessment is as follows:

**Educational, including Co-Curriculum Areas:**

- Science experiments
- Design & Technology
- Food technology
- Sport and PE activity
- Outdoor Pursuits including Duke of Edinburgh Award
- Art
- CCF
- Music
- Drama & Dance
- All off site trips and activities
- Some classroom
- Movement within the school buildings and about the school premises, including the crossing of the road and the Prep School Car Park.

**Support areas**

- Catering
- Cleaning
- Caretaking and security
- Maintenance

- Grounds
- Offices

#### Lines of Accountability (See Appendix 3)

1. For external risk assessments such as fire and plant
2. For internal risk assessments of risky areas, activities and clubs.
3. For educational visits and trips

#### The school has referred to the following documents in the preparation of this guidance:

- Handbook for the Inspection of Schools – January 2017, Part 3, Paragraph 16.
- Health & Safety Executive, Five steps to risk assessment ([www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm))
- Charities and Risk Management, The Charities Commission ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk))
- Blundell's School Policies – Trips Policy, Blundell's Health and Safety Policy and Organisation for Health and Safety, Supervision of Pupils Policy.

#### Supervision

Inherent in all risk assessment is the importance of appropriate arrangements for the supervision of pupils. Details may be found in the school's **Supervision of Pupils Policy**.

#### Responsibility of all staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. 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 School's senior leadership and the Bursar 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 Estates Clerk as soon as they are noted.

**APPENDIX 1: THE RISK ASSESSMENT FORM (For Activities and Clubs)**

**BLUNDELL'S PREP SCHOOL RISK ASSESSMENT**

ACTIVITY/CLUB:		DATE:	TIME:
LOCATION:	MAX NUMBER OF PUPILS:	AGE OF PUPILS:	
PERSON I/C:		NUMBER OF ADULTS IN TOTAL:	

Activity/Element (a) (Step 1)	Hazards Identified (b) (Step 2)	Existing Controls (c) (Step 3)	Risk Rating (d) (Step 4)	Risk Acceptable Yes/No (e) (Step 5)	Additional Controls Required (f) (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (g) (Step 7)

Likelihood of Harm Rating	+	Severity of Injury Rating	=	Risk Rating	Action required
Harm may occur	+	Severity of injury	=	Rating bands	
1 – 2 Most Unlikely	+	1 – 2 Trivial injury/ies	=	1 – 4 Minimal Risk	Maintain control measures
3 – 4 Unlikely	+	3 – 4 Slight Injury/ies	=	5 – 8 Low Risk	Review control measures
5 – 6 Likely	+	5 – 6 Serious Injury/ies	=	9 – 12 Medium Risk	Improve control measures
7 – 8 Most likely	+	7 – 8 Major injury/ies or Death	=	13 – 16 High Risk	Improve control measures immediately and reconsider the activity

Signed (Person I/C):	Date:
Signed (Deputy Head):	Date:

<b>A COPY OF THIS FORM MUST BE KEPT BY THE PERSON I/C AND DEPUTY HEAD AND SHARED ANNUALLY WITH ALL STAFF AS APPROPRIATE</b> Review schedule – to be reviewed annually by Person I/C and Deputy Head
Reviewed: September 2016
Next Review: September 2017

## APPENDIX 2: A STEP BY STEP GUIDE TO COMPLETING THE RISK ASSESSMENT

The steps to be taken in carrying out both Site specific and a Generic assessment, and are set out in detail below.

### STEP 1 – Describe the Activity – The Subject of the Risk Assessment.

1. Describe the activities involved in column (a) It is important that all the elements of the activity/club is taken into account.

### STEP 2 – Identify the Hazard Associated with the Activity.

2. List the Hazards in column (b).
3. The following factors should be considered in the identification of Hazards.
  - a. Personnel.
  - b. Environment.
  - c. Equipment.
  - d. Materials.
  - e. Medical.
  - f. Relevant publications such as National Governing Bodies (NGB) guidelines.

### STEP 3 – Identify any Existing Controls.

4. Existing controls can be found in NGB guidelines, school rules and activity related approved codes of practice.
5. Existing controls should be listed in Column (c)

### STEP4 – Calculating the Risk Rating

6. To calculate the Risk Rating take the Likelihood rating + the Severity Rating, see rating guide on the form
7. Enter the Risk rating in column (d)

### STEP 5 – Identify any Residual Risk, taking into account Existing Controls.

8. Taking in to account the Hazards identified and the existing controls, decide whether there is any residual risk remaining and whether that risk is **Acceptable** (the risks are adequately controlled) or **Not Acceptable** (the risks are not adequately controlled)
9. Ask yourself the question “Is the residual risk acceptable?”
10. Enter **Yes** or **No** in Column (e) together with your **Risk Rating**
11. If the answer is **No**, proceed to Step 6. If the answer is **Yes**, proceed to Step 7. The Risk Assessment (RA) should be signed and dated by the Person I/C.

#### **STEP 6 – Identify the Need for further Controls.**

12. Hazards categorised, as having residual risk 'Not Acceptable' will need further control measures applied.
13. The additional control measures required should be listed in Column (f)

#### **STEP 7 – Identify any Residual Risk, taking in to account the Further Controls.**

14. Taking in to account the controls identified at Step 6, decide whether there is any residual risk remaining and whether that risk is **Acceptable** (the risks are adequately controlled) or **Not Acceptable** (the Risks are not adequately controlled).
15. Ask yourself the question "Is the residual risk acceptable?"
16. Enter **Yes** or **No** in Column (g) together with your **Risk Rating**.
17. If the answer is NO! **the activity/trip/game or expedition must not continue.**
18. The Risk Assessment should be signed and dated by the Person I/C and further endorsed by the Deputy Head.

#### **STEP 8 – Communicate and Implement the Controls.**

19. It is essential that specific instructions are issued regarding the Hazards and the control measures to be implemented by the Person I/C and communicated to those affected by the activity/club act.

#### **STEP 9 – Review the Risk Assessment/Retention of Records.**

20. Risk Assessments and relevant control measure instructions are living documents. Reviews should be carried out on the following occasions:
  - a. If there is a reason to suspect that the Risk Assessment is no longer valid;
  - b. If there are significant changes to the activity;
  - c. Annually for Generic Risk Assessment.

#### **STEP 10 – Activities/Clubs involving outside Agencies or Instructors.**

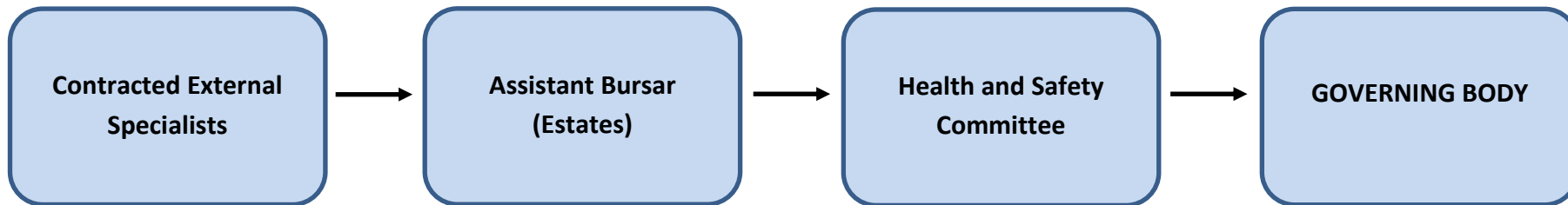
21. Where activities/clubs outside the normal educational structure, the following must be ensured:
  - a. School staff retain overall responsibility for the activity.
  - b. The Person I/C must seek assurance and copies from the outside agency that a Risk Assessment has been completed for the activity, and that all Instructors involved are FULLY qualified.
  - c. Suitable and sufficient insurance policies are in place (the school has a very comprehensive policy) but the Estates Clerk, Frances Jenner must be contacted on Ext 321 to check.



## APPENDIX 3: RISK ASSESSMENTS: LINES OF ACCOUNTABILITY

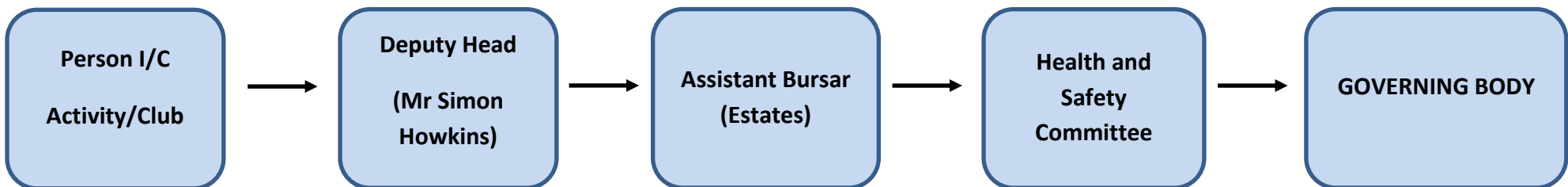
### 1. External Risk Assessment where specialist skills are required (including Fire, Asbestos, Water Quality, Hazardous Substances, etc.)

Inspections by Contracted Specialists will occur on a regular basis. This will be led by the Assistant Bursar (Estates). Any concerns raised by Blundell's Prep staff will in the first instance be reported to the Assistant Bursar (Estates) and where necessary this may trigger an additional visit from External Specialists outside of the regular routine visits. The Assistant Bursar (Estates) will meet regularly with the Head Master of the Prep School to keep him abreast of any matters for concern and of work being conducted.



### 2. Internal Risk Assessments for risky areas / activities within the school.

Internal Risk Assessments of particularly risky areas of the school are conducted annually by the Deputy Head. In addition, all clubs and activities have risk assessments which are completed by the Person I/C and monitored by the Deputy Head. These Risk Assessments are to be held within the school's intranet and may be accessed by all staff as appropriate. They are updated after any time that an incident occurs in the specified area or annually as required. All members of staff are familiar with the Risk Assessments and the control measures in place.



**3. Risk Assessments for educational visits and trips and specific activities.**

For detailed information on Trips Risk Assessments, please refer to the Trips Policy.

