



RISK ASSESSMENT POLICY

Policy reviewed: April 2021

Next review: April 2022

This policy will remain valid until the end of the academic year 2021-22

1. Objectives

Palmers Green High School has produced a Risk Assessment Policy to meet the following objectives:

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including supervision and School trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by School activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the School responsible for conducting risk assessment and monitoring its implementation.

2. Duties and Responsibilities

The Headmistress, Bursar and Governors will be responsible for the overarching risk management policy of the School. The overall risk assessment strategy will be formally reviewed on an annual basis and the Risk Assessment Policy will be reviewed periodically by the Risk Mitigation Committee. The responsibilities of Governors and/or senior managers may be delegated. The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided. Staff will receive guidance on risk assessment as part of their induction. This will be refreshed on a periodic basis. Risk assessment training will be provided on specific areas where identified by the Senior Management Team.

The Headmistress is responsible for ensuring that:

- The risk assessment policy is communicated and implemented;
- Risk assessments are conducted to identify the significant hazards, risks and control measures associated with the tasks, activities or environment;
- Risk assessments are undertaken by competent persons;

- The completed routine risk assessments are reviewed by the Bursar;
- Staffing or other resource implications of risk assessment recommendations are appropriately considered, prioritised and remedial actions supported.

The Bursar is responsible for:

- Ensuring the implementation of this policy and will review and revise it, as necessary, in light of legislative or organisational change;
- Acting as the risk assessment coordinator to ensure that the risk assessment inventory is developed and maintained;
- Supporting and providing advice to risk assessors in the completion of risk assessments;
- Ensuring that all staff required to conduct risk assessments receive training to ensure their competence to carry them out;
- Liaising with Heads of Department to share best practice and help avoid duplication of effort;
- Ensuring that generic risk assessments are reviewed periodically and made available on the Staff Shared Area.

Heads of Department are responsible for ensuring that:

- Activities, environments or conditions associated with their department which present significant risk are identified and recorded;
- Suitable and sufficient risk assessments are conducted in the area/department under their control;
- Safe systems of work are developed to eliminate, reduce or control risk to an acceptable level and compliance with these systems is effectively monitored;
- Where generic risk assessments are adopted, these are thoroughly reviewed and adapted, as appropriate, to ensure relevance to the area/department;
- Risk assessments are communicated to all the relevant personnel so they are fully aware of the hazards and risks as well as the control measures required to prevent injury, loss or damage;
- All Departmental staff are familiar with the Departmental risk assessment and, where appropriate, receive training suitable to the safe performance of their work activity.

Employees are responsible for:

- Familiarising themselves with the risk assessments for their area of work;
- Undertaking dynamic risk assessments of their working environment, recording any significant findings and bringing these to the attention of their colleagues;
- Identifying risks where they arise and bringing their concerns to the attention of their line manager;
- Complying with the safe systems of work identified within risk assessments;
- Attending training as required to enable them to undertake assessments and perform their work activities capably and safely;
- Reporting all incidents to their line manager in accordance with Palmers Green High School accident reporting procedures;
- Taking reasonable care of their own health and safety and that of others who may be affected by what they do at work.

3. Key Risk Areas

Palmers Green High School has identified the following key risk areas (this list is not exhaustive and other areas must be considered when necessary):

- (a) pupil supervision (including safeguarding and welfare requirements)
- (b) School trips
- (c) management of visitors on School premises
- (d) fire and emergencies
- (e) management of hazardous substances
- (f) use of hazardous equipment e.g. in D&T, Art etc.
- (g) pandemic
- (h) the suitability of staff to undertake designated roles and checks to ensure that they are suitable, including staff not employed by the School who work with pupils on another site
- (i) risk areas which are not directly related to health and safety, including but not limited to:
 - (i) financial
 - (ii) recruitment procedures including Governing Body oversight
 - (iii) reputational
 - (iv) terrorism, including the prevention of fundamentalism and extremism
 - (v) security, specifically in EYFS areas.

The School adopts the CLEAPS Advisory Service model risk assessments for lessons in Science. The School adopts the DATA model risk assessment for lessons in Design & Technology.

4. Implementation

Risk assessments will take into account:

- When to complete risk assessments.
- Who is responsible for drafting and checking risk?
- Records to be kept.
- Training requirements for staff.
- Hazard – something with the potential to cause harm.
- Risk – an evaluation of the likelihood of the hazard causing harm.
- Control measures – measures and procedures put in place to mitigate the risk.

In accordance with the latest guidance from the HSE, the School's risk assessment process will consist of the following five steps:

- (a) Identify the hazard.
- (b) Decide who might be harmed and how.
- (c) Evaluate the risk and what control measures are needed.
- (d) Record the findings.
- (e) Review.

The Senior Management Team and Heads of Department will be responsible for the maintenance of risk assessment records. Periodic reviews of risk assessments are undertaken by the relevant owner and risk assessment forms will include a review date.

Risk assessments will be reviewed:

- (a) when there are changes to the activity
- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually.

5. Contract for Services

In the case of an outside agency being employed for the supply of any contracted services, suitable measures must be taken to safeguard staff and/or pupil safety and others who may be affected by the contracted service.

A member of Palmers Green High School staff must be assigned as the key contact and they must ensure that the outside agency is made aware of all relevant Palmers Green High School Health and Safety policies and procedures and that the outside agency adheres to all necessary action as required of such policies and procedures.

As a minimum, copies of the outside agency's health and safety policy, public liability insurance certificate, risk assessments and any method statements relevant to the work being carried out, should be held by the key contact.

A template risk assessment form is included in Appendix 1.

A list of areas which the School has identified as requiring risk assessment is included at Appendix 2.

Appendix 1

PALMERS GREEN HIGH SCHOOL RISK ASSESSMENT FORM

DESCRIPTION OF ASSESSED DEPARTMENT/AREA/ACTIVITY:	DATE OF ASSESSMENT:
	REVIEW DATE:

Significant Hazards and Associated Risks	Those who might be harmed	Existing Control Measures (CM's):	Additional CM's required?	Target Date	Person Responsible	Date CM(s) completed
Those hazards which may result in serious harm or affect several people	Persons at risk from the significant hazards identified	Controls, including relevant sources of guidance	If existing CM's cannot be met or circumstances have changed			

Appendix 2

Areas of PGHS requiring risk assessment (non-exhaustive)

Educational

- Science experiments
- Design & Technology
- Sport and PE activity
- Duke of Edinburgh award (Contractor – Aim High)
- Art
- Music
- Drama
- General classrooms
- School trips
- Hosting events (e.g. Visiting authors and speakers)

Support

- Catering and cleaning
- Caretaking and security
- Maintenance
- Office
- Site visitors
- Fire & emergencies