



GESHER SCHOOL
ENGAGE EMPOWER EDUCATE

Risk Assessment Policy

2020-2021

Date	Review Date	Coordinator	Nominated Governor
November 2020	November 2021	Tamaryn Yartu	Per Simonsson

Policy Statement

As an employer Gesher School is committed to minimizing or eliminating risks that may arise for staff and pupils either within the school grounds or any activity undertaken away from the premises.

1. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

2. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

3. Roles and Responsibilities

Academies, including free schools, independent schools, voluntary aided schools and foundation schools insert 4.1 below:

The Governing Body

- The Governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to **the Head Teacher and Deputy Headteacher**.
- The Governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The **Governing board** as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The Headteacher

The Headteacher, or in the Headteacher's absence the **Deputy Headteacher** is responsible for ensuring that all risk assessments are completed and reviewed.

School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments

- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

4. Risk assessment process

Objective

Risk Assessment is a means by which an organisation can demonstrate that it has control over its activities and premises and possible hazards that may occur.

Procedure

For each work/teaching area, teaching activity undertaken or general task, the associated hazards are established and noted.

The control measures required are then listed. These measures are required to ensure that injury from the hazards are minimised.

The final requirement is to identify the person/s at risk from these hazards. This can vary from an individual employee, pupil or visitor to a larger number of people either on or off the premises. eg School trips.

Risk Assessment number

This is a means of establishing the likelihood of an injury occurring and if an injury should occur, the likely severity. The product of one multiplied by the other gives a Risk Assessment Number which establishes whether the risks are high or low.

Monitor and Review

Following the establishment of these Risk Assessments, there is a requirement for them to be monitored and reviewed on an ongoing basis.

Risk Assessment

When we make a formal risk assessment we:

- Decide the nature of the hazard
- Decide who is at risk from the hazard
- Estimate the likelihood of an accident happening
- Estimate how serious such an accident would be

- Judge the acceptability of the risk
- Accept the risk or alter the procedure
- Ensure everyone knows what the risk assessment says
- Ensure that everyone knows what to do if an accident occurs

When you consider risk assessments do remember that accidents are caused by people and what they do. Remember that what is safe for you to do may not be safe for a young pupil. Remember that what is safe for an experienced teacher with a well-behaved class may not be safe for another teacher with another class.

To estimate the likelihood of an accident happening the following calculation is used. For each hazard you should decide if the chance of an accident is high, medium or low and the possible severity, should that accident occur. To help us do this we calculate the possible outcome by giving a number to each variable and then using this to calculate the risk before any control measures are put into place and then re-calculating the risk after the control measures are applied.

Likelihood x Severity = Rating result

5	Fatal	Loss of Life or, total system loss.
4	Major	Serious injury or illness absence from work over 3 days, major damage or environmental impact
3	Notifiable	Loss time injury or illness absence from work up to 3 days, damage or environmental impact
2	Minor	First Aid accident, damage requiring minor repair
1	Negligible	Very minor of little consequence.

Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Lone working
- Remote working

Review of Policy

This policy will be reviewed annually or at an earlier date if changes are required due to risk assessment review or changes in legislation and/or guidance.

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			

Risk Assessment Form

School Name:			Risk Assessment Reference No:			
Activity or Area Being Assessed:			Location:			
Hazards ¹	Persons at Risk	Risk Rating ²			Existing Control Measures in Place	Further Action Required to Reduce Risk
		S	P	R		
Date:	Assessor's Name:	Assessors Signature:			Review Period:	

¹ If manual handling or use of hazardous substances are identified as a hazard, separate Manual Handling/COSHH Assessments should be completed

² Risk Rating S = Severity, P = Probability, R = Overall Risk Rating

Severity

5	Fatal	Loss of Life or, total system loss.
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