



# Health and safety risk assessment policy

School name: Woodside Primary Academy

Date: 22.04.22

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Signature	
Date approved	21.04.22
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Date approved	21.04.22
Date of next review	September 2022

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## Introduction

The school and Governors are committed to promoting the health, safety, and welfare of all members of the school community. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our students to be educated to cope safely with risk.

It is a statutory requirement for every employer to carry out a “suitable and sufficient” risk assessment. However, it is important to ensure that this is carried out in a proportionate manner. In its most basic form, a risk assessment is nothing more than a careful examination of what could cause harm to people, and then considering what can be done to stop that harm occurring.

A documented risk assessment is not required for every activity; neither does the law require that we eliminate all risk but to protect people “so far as is reasonably practicable”.

School risk assessments should be proportionate to the level of risk involved with more consideration being given to significant risks (those with the potential to cause real harm) which need to be formally documented, rather than undertake excessive paper-based risk assessments of very low risk activities.

## Roles and responsibilities

### Governors

- Monitoring overall completion of risk assessments
- Sampling risk assessments for review and monitoring of implementation of control measures

### Head teacher

- Ensuring that risk assessments are made and recorded for all the school's significant risk to the health and safety of employees or other persons.
- Reviewing and approving key risk assessments
- Monitoring overall completion of risk assessments
- Ensuring that staff have received appropriate instruction in completing risk assessments
- Sampling risk assessments for review and monitoring of implementation of control measures

### Health and safety lead

- To regularly review risk assessment completion
- Maintain the list / register of risk assessments
- To regularly review the effectiveness of risk control measures identified in risk assessments through monitoring and inspection
- Providing support to staff completing risk assessments
- Reviewing risk assessments supplied by external contractors for impact on the school and school users

### Premises manager / Caretaker

- To complete risk assessments covering the premises and maintenance
- To complete risk assessments for work of the premises team e.g. use of tools and equipment, working at height, manual handling
- To ensure that risk control measures are implemented and maintained

### Heads of Department

- To ensure that risks within their own department are assessed including any specialist equipment
- To ensure that risk control measures are implemented and maintained

### Educational visit leaders

- Trip leaders must complete risk assessments for all trips and external activities
- The risk assessment must then be submitted for approval by the EVC

## Areas requiring risk assessments

### Premises and grounds

Risk assessments will be completed for the general condition of the premises and grounds. Significant risks to be assessed will include slips and trips, falls from height, maintenance, hazardous substances, use of work equipment including noise and vibration exposure, vehicle and pedestrian movement, supervision of outside spaces, playgrounds, lettings and hires, contractors, electricity, and gas.

### Specialist / technical risks

There are some areas where specialist or technical risk assessments are required. The school will procure via REAch2 Estates competent advisers to complete these risk assessments including for asbestos, legionella, and fire. These risk assessments will be regularly reviewed and updated as required.

### Staff

Risk assessments will be completed for issues affecting staff including stress, lone working, personal safety, display screen equipment, first aid, young persons, new and expectant mothers, and school minibus use.

### Curriculum

- **Science** will follow risk control guidance supplied by CLEAPSS including haz cards. Risk assessments will cover, practical sessions, equipment, as well as the work of staff in the department including technicians.
- **Design and Technology, and Art** will follow risk control guidance supplied by CLEAPSS and DATA. Risk assessments will cover, practical sessions, equipment, as well as the work of staff in the department including technicians.
- **PE and Sport** will follow risk control guidance supplied by AfPE. Risk assessments will cover indoor and outdoor activities as well as offsite fixtures.
- **Drama and Music** will follow risk control guidance supplied by appropriate national bodies, including for lessons and performances or events.
- **Classrooms** checklists will be completed for all classrooms based on the HSE checklist on an annual basis. Class teachers who have their own rooms will be required to complete a checklist annually. Any common or shared classrooms will be assessed centrally.

Where template or model risk assessments are used these must be contextualised to the school. Generic and unaltered risk assessments are not suitable and sufficient and do not take account of the school's circumstances.

Risk control measures should be incorporated into lesson plans and schemes of work as appropriate.

## Completing risk assessments

No specific training is required for staff to complete risk assessments, although training and support is available if required. It is more important to understand the area / activity that will be risk assessed. General guidance on completing risk assessments is included within this policy.

A standard risk assessment format and risk matrix should be used for all risk assessments. There are some exceptions that are allowed e.g. where national body templates are being followed. A standard approach will assist with greater consistency and improved monitoring of risks across the whole school.

The standard five steps to risk assessment model is followed:

- **Step 1** – Identify the hazards
- **Step 2** – Identify who might be harmed and how
- **Step 3** – Evaluate the risks and decide on precautions
- **Step 4** – Record your significant findings and implement them
- **Step 5** – Regularly review your assessment and update if necessary

A standard risk matrix is used to evaluate risks and is included within this policy. Rating risks is a tool and process to identify the most significant risks which require the most attention.

When deciding on implementing measures the recommended approach is to first look at the control measures you already have in place. Then consider if any further measures are needed. The first question to ask is can I get rid of the hazard altogether? Then if not, how can I control the risks so that harm is unlikely?

Some practical steps could include:

- Trying a less risky option
- Preventing access to the hazards
- Organising your work to reduce exposure to the hazard
- Issuing protective equipment
- Providing welfare facilities such as first aid and washing facilities
- Involving and consulting with others

## Monitoring and review

A list or register of health and safety risk assessments will be created identifying all school risk assessments. This will enable monitoring of what risk assessments there are, who owns them, when they were completed and when they are due for review.

All risk assessments will be approved by a Head of Department or member of SLT. The health and safety lead will monitor that measures identified in risk assessments are being carried out and any actions identified are completed within timescales.

Monitoring and random sampling of risk assessments will be carried out by governors, including checking that measures identified in risk assessments are being appropriately implemented.

# Standard risk assessment template

General Risk Assessment Template	
Site / school name:	
Name(s) of person(s) covered by this assessment:	
Tasks and activities covered by this risk assessment:	
Equipment and materials used:	
Location(s) covered by this risk assessment:	
Name of person completing this risk assessment:	Date of completion:
Risk assessment approved by:	Date of approval:
Date risk assessment to be reviewed by:	Risk assessment no:

Record of risk assessment reviews		
Date of review:	Reviewed by:	Comments / date of next review:
Date of review:	Reviewed by:	Comments / date of next review:
Date of review:	Reviewed by:	Comments / date of next review:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			



## Sign off

- I confirm that I have read and understood this risk assessment.
- I have been provided with appropriate information, training, and equipment to carry out the tasks covered by this risk assessment.
- I have had the opportunity to ask any questions and seek clarification on this risk assessment.

Name	Signature	Date

## Risk matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk rating	Actions
1-2	No further action but ensure controls are maintained.
3-6	Look to improve at next review or if there is a significant change.
8-12	Review existing controls and make any improvements identified within a specified timetable.
15-16	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop activity and take immediate action.

## Guidance on completing assessments

- Consider all the things that have the potential to cause harm, that are present in the situation you are considering (the hazards). Remember to not only think about people directly involved, but also passersby, those with special needs or who may not be familiar with the situation.
- Common hazards and issues may have been provided to help you but are not exhaustive. Some may not be relevant and should be removed from the assessment and others may need to be added.
- Rate the risks to help you determine the priorities for action. A risk assessment matrix is included at the end of this template to assist you. It is suggested you use the scores only on the template.
- Consider what actions you will need to take to reduce the risk. This could be physical measures, or through safe systems of work. It is important to account for what you are already doing.
- Standard control measures based on statutory requirements and best practice have been included to assist you as a guide only. It is important to review these as part of the assessment and amend any that are not relevant to your practice.
- Also consider any personal protective equipment that may be required, although this is a last resort, after all other measures have been implemented. Be specific on the level of protection required e.g. there are many different types of gloves that offer different protection against different hazards.
- Assign who is responsible for implementing any actions as well as a target date for completion. Monitor the actions to ensure they are completed within the deadline.
- It is recommended that all persons directly covered by this risk assessment are involved in creating the risk assessment and a record is made to demonstrate that they have read and understood the risk assessment. A sign off section is included at the end of this assessment.
- The risk assessment should be reviewed following any significant change e.g. change in activity or process and following an incident.
- It is also a good idea to regularly review risk assessments, particularly to ensure that any additional control measures have been implemented and are effective at reducing risk. The actions can be marked as complete, as well as any new actions identified. Use the review summary on the front page to highlight any changes made, as well as suggesting a date for the next review.
- An example entry is included below as a guide to assist you in completing the assessment.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
Trailing cables across top of stairs	<ul style="list-style-type: none"> <li>Persons tripping over cable leading to injury</li> </ul>	<ul style="list-style-type: none"> <li>Staff are advised to place cables carefully</li> <li>Monthly premises check</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Carry out daily checks of premises</li> <li>Install additional sockets</li> </ul>	Premises Manager	30 November 2020	28 November 2020

