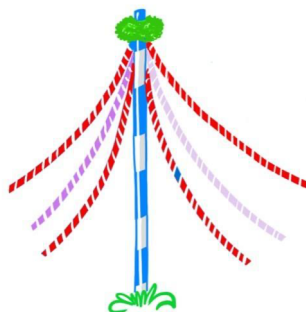


# Maypole School



## RISK ASSESSMENT POLICY

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# 1. INTRODUCTION AND AIMS

## What is a Risk Assessment?

A Risk Assessment (RA) is a careful examination of what, in your work, could cause harm to people and the environment, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

This is an important step in protecting staff, pupils, visitors, contractors, the environment and Maypole as a whole. It helps staff focus on the risks within their department and activities that they undertake. In many instances, straightforward measures can readily control risks; for example, ensuring staff have sufficient information when they are offsite, or cleaning up spillages quickly so people do not slip.

## Aims of this Policy

The school aims to ensure that:

- All hazards that may cause injury or harm to staff, pupils and visitors are identified, that the associated risks are assessed, and that all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk assessments are conducted and reviewed on a regular basis.

# 2. 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
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable

A table of all the risk assessments schools are required to have in place can be found in Appendix 1 of this policy.

### 3. 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

### 4. ROLES AND RESPONSIBILITIES

#### The Directors

The Directors of Maypole Education Ltd have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Executive Headteacher.

The Directors have 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 Body

The role of the Governing Body includes overseeing the implementation of this Risk Assessment policy and holding the Senior Leadership team to account, thus ensuring that the required systems and processes are in place and effective.

The Governing Body, as the employer's advisor, also has a duty to:

- Assess the risks to staff and others affected by school activities, in order to identify and direct the introduction of the health and safety measures that are necessary to manage the risks appropriately.
- Check that all employees and other staff are being informed appropriately about the risks, and about the measures in place to manage them.

#### The Headteacher

The Headteacher is responsible for ensuring that:

- assessments are conducted in all parts of the school, internally and externally, to identify potential hazards. For all significant hazards, a full RA must be completed, using the RA form at Appendix 2.
- the completed signed forms must be uploaded and saved in the RA Folder in Office 365. The original signed copy must be filed in the Headteacher's RA file.
- all relevant staff are informed about risks and the measures in place to manage them, in advance of the activity concerned.
- employees selected to be risk assessors are made available for the necessary training.
- where a requirement for training has been identified, this is completed in a timely fashion, and recorded.
- staff are aware of the concept and method of dynamic risk assessment, and of the occasional need for this when an existing RA is being / has been overtaken by events.

## 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. Further details of this requirement is in the School's SHEF Policy.

## 5. RISK ASSESSMENT PROCESS

When assessing risks in the school, we will follow the process outlined below. We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

- **Step 1: Identify hazards.** We will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.
- **Step 2: Decide who may be harmed and how.** For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.
- **Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well).** We will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

- **Step 4: Record significant findings.** The findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in Appendix 2 of this policy.
- **Step 5: Review the assessment and update, as needed.** We will review our risk assessments, as needed, and the following questions will be asked when doing so:
  - Have there been any significant changes?
  - Are there improvements that still need to be made?
  - Have staff or pupils spotted a problem?
  - Have we learnt anything from accidents or near misses?
- **Step 6: Retaining risk assessments.** Risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

## 6. MONITORING ARRANGEMENTS

Risk assessments are written as needed and reviewed by the Headteacher, in liaison with the SHEF Risk Assessor and / or School Business Manager.

All Risk Assessments will also be reviewed Termly, by the Principal and the Admissions and Operations manager.

The Governing Body will review all Risk Assessments, annually during the Autumn Term.

## 7. LINKS WITH OTHER POLICIES

This risk assessment policy links to the following policies:

- Safety, Health, Environment and Fire (SHEF) Policy
- First Aid Policy
- Administration of Medication Policy
- Physical Intervention Policy
- E-Safety Policy
- Policy to support those who Self-Harm & have Thoughts of Suicide
- Weapons Policy

## 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)			
COVID-19			
Legionella			
Student Risk Assessments			

## APPENDIX 2: RISK ASSESSMENT TEMPLATE

Name of person completing the risk assessment					Date	
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by whom?	Action by when?	Completed?