

Policy- the King's School

Risk Assessment Policy



*Woe to the shepherds of God's people, who only take care of themselves!
Should not shepherds take care of the flock? (Ezekiel 34:3)*

Introduction

The school's Governors and Senior Management are responsible for, and therefore committed to, the promotion of safety and welfare of all members of the school community. They aim to ensure that all operations within the school environment are delivered in a safe manner that complies fully not just with the law, but with best practice. It is recognised that risks are inherent in everyday life and that no activity can be entirely risk-free. However, the process of risk assessment is applied to potentially hazardous activities such that risks are identified, quantified and measures adopted to minimise them.

Risk assessment definitions

A *risk assessment* is a consideration of the potential harm or hazard to people that could result from a particular activity or situation.

A *hazard* is something with the potential to cause harm.

A *risk* is an evaluation of the *likelihood* of the hazard occurring and the *severity* of the consequences were it to happen.

Risk control measures are procedures that are put in place in order to minimise the likelihood of a hazard being realised and/or minimising the severity of harmful consequences.

Responsibility

Risk assessments are reviewed and updated annually by the Health and Safety representative on the Senior Management Team (currently Dr J Blakey). A designated member of the governing body (currently Mr M Briggs) is responsible for overseeing an annual Health and Safety review, where risk assessments are reviewed.

Areas that require risk assessment

Any area of the life of the school community that carries potential risk requires risk assessment. Areas in which risk assessments are of particular importance are:

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- *Fire Safety.* A building fire risk assessment is maintained in accordance with the Fire Safety Policy.
- *First Aid.* Risk assessment of safe First Aid procedures are part of the First Aid Policy
- *Control of Substances Hazardous to Health (COSHH).* Chemicals in use in the school whether for maintenance (e.g. cleaning products) or education (e.g. Science experiments) have manufacturers safety information sheets and COSHH-compliant risk assessments on the basis of the known hazards of the substance and the use to which they are put.
- *Infrastructure:* This includes the nature of the buildings and grounds, fixtures and fittings and the way in which they are used by different members of the wider school community.
- *Use of electrical appliances* (including computers). An integral part of this is regular PAT testing of electrical appliances.
- *Educational Visits and Trips.*
- *Specific Curriculum Activities* Many teaching activities carry no specific risk beyond that assessed under the regular practices for use of the facilities/infrastructure. However, certain curriculum areas regularly have activities that require risk assessment. These include Science, Food Technology, Art & Craft, Physical Education. Use is made of generic risk assessments (e.g. from CLEAPPS) for widely established activities, which are adapted for local use where necessary.
- *Maintenance and administration.*
- *Child Protection.* The Child Protection Policy and related procedures act on the basis of minimising the risk of harm to pupils.

Whenever a new activity is being planned (whether a one off event or an ongoing activity), or there is a significant change to an established activity or circumstances, risk assessment must be carried out. For ongoing and regular activities or circumstances the appropriateness of the risk assessment is assessed annually.

Risk Assessment Procedure

The procedure for making risk assessments is adapted from that used across Oxfordshire Community Churches. It is the responsibility of staff to communicate with the Health and Safety representative when new activities are planned or circumstances change requiring risk assessment. The risk assessment involves identifying the persons at risk and the significant hazards associated with the activity or circumstances. Hazards are assessed as follows:

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LIKELIHOOD of happening, on a 5-point scale from 1 (unlikely) – 5 (frequent)

SEVERITY of outcome, on a 5-point scale from 1 (minor) – 5 (Catastrophic)

DEGREE OF RISK is calculated as $(DR) = LIKELIHOOD \times SEVERITY$

Control measures are then devised and the hazard assessment made again. The residual risk is the level of risk that remains after suitable and sufficient control measures are introduced. Activities should not be considered if they have a residual risk of greater than 6.