



## HEYWOOD PREP RISK ASSESSMENT POLICY

<b>Name of School</b>	<b>Heywood Prep School</b>
<b>Date of Policy</b>	<b>June 2017</b>
<b>Member of staff responsible</b>	<b>School Business Manager</b>
<b>Review date</b>	<b>June 2019</b>

### 1 Introduction

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

This Policy applies to the entire setting including the EYFS and after school and holiday clubs. Copies of this Policy are available for viewing and/or downloading on the school's website.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, etc., there is separate policy guidance in place.

This policy should be read in conjunction with the following policies:

- Health & Safety Policy
- Educational Visits Policy
- Supervision Policy
- EYFS Supervision Policy

### 2 Purpose

The objectives of this policy are:

- To ensure that risks are systematically identified and managed to promoting children's welfare.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including 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.

### 3 Responsibilities

The following have responsibilities for risk assessment:

- The Head will be responsible for the implementation of this policy.
- The Head of EYFS will be responsible for the EYFS risk assessment and the regular checks required as a result of the assessment.
- The Site Manager will complete risk assessments for the site, including teaching rooms.
- Trip leaders will complete risk assessments for educational trips and visits.
- The Catering Contractors will complete an annual risk assessment for the Kitchen and food storage and service areas.
- The Head and Site Manager will be responsible for checking risk assessments.
- The Site Manager will be responsible for keeping risk assessment records.

## 4 Training and Guidance

Staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Head or Site Manager.

## 5 When is a Risk Assessment required?

The following is a non-exhaustive list of circumstances which are likely to require a risk assessment to be produced. If in doubt, staff should seek guidance from the Head or Site Manager.

### Educational

- Science experiments
- Use of hazardous materials in design technology or art
- Sport & PE
- Drama & dance
- School trips

### Support

- Catering and cleaning
- Security
- Site and equipment maintenance
- Visitors
- Fire & emergencies

## 6 Procedure for completing a Risk Assessment

A template risk assessment form is included at Appendix 1.

Risk assessments should consider:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

Completing a Risk Assessment will require answering the following six questions:

- what could go wrong?
- who might be harmed?
- how likely is it to go wrong?
- how serious would it be if it did?
- what are you going to do to stop it?
- how are you going to check that your plans are working?

## 7 School Visits

Planning for school visits and trips must be completed in accordance with the Educational Visits Policy and the Supervision/EYFS Supervision Policy.

A careful risk assessment should be completed by the trip leader, using the form in the Appendix. Many attractions and museums provide their own risk assessments, which should be appended to the school's own assessment of the risks of the trip.

Where the visit or trip is a repeat of a previous trip, the existing risk assessment may be used as the basis for assessment, but must be reviewed.

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the trip leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

For visits involving EYFS children, the assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal supervision ratio.

## 8 Supervision of Pupils

The school's Supervision and EYFS Supervision Policies set out the measures in place to supervise children during the school day and on school visits. These arrangements are risk assessed and reviewed as part of the review process for these policies. Staff should be aware of their responsibility to dynamically risk assess on a daily basis, taking into account changes in individual circumstances and the weather for example.

In circumstances which fall outside these policies, a risk assessment should be undertaken to ensure sufficient supervision is in place to ensure the safety of pupils.

## 9 EYFS

A risk assessment must be completed of outdoor and indoor spaces, furniture, equipment and toys used by EYFS children. This risk assessment will be reviewed at least once a year or more frequently when the need arises.

The risk assessment must identify aspects of the environment that need to be checked on a regular basis and a record of these aspects and when and by whom they have been checked must be kept. The regularity of these checks will be determined according to the assessment of the significance of individual risks.

## 10 When should Risk Assessments be reviewed?

Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

## 11 Approval & Review

This policy was approved by the Proprietor. It will be reviewed every two years or as necessary following a change in regulation.



Signed: Sam Antrobus  
Chairman



# RISK ASSESSMENT TEMPLATE

What are the hazards?	Who might be harmed and how?	What controls are already in place to manage this risk?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Reviewed