



MOORFIELD
SCHOOL

RISK ASSESSMENT POLICY

Whole School Policy including EYFS



RISK ASSESSMENT POLICY

AT MOORFIELD SCHOOL, THE HEALTH AND SAFETY OF THE CHILDREN AS WELL AS EMPLOYEES IS OF PARAMOUNT CONCERN.

THE LAW REGARDING HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, employers have a general duty to ensure, so far as is reasonably practicable, the health and safety at work of all employees.

Under The Health and Safety at Work Regulations 1999, employers must assess the risks to health and safety to employees whilst they are at work.

A **RISK ASSESSMENT** is a careful examination of what could cause harm to children, staff, visitors, volunteers and contractors while on the premises at Moorfield School ("School") so that precautions can be taken to prevent this. Risk assessments are also undertaken for school trips. Sufficient risk assessment is fundamental to good health and safety practice. Good risk assessments enhance a safety culture and an increased awareness to all staff of hazards and risks. Every staff member at Moorfield has a part to play in ensuring that risk assessments are undertaken.

Overall responsibility for risk assessments lies with the Head who takes overall responsibility for planning, organisation, control, monitoring and review of risk assessments. A risk assessment is a careful examination of what could cause harm to children, staff, parents, visitors and contractors while on the premises at School so that precautions can be taken to prevent this. Individual members of staff contribute to risk assessments in their area of practice. Risk assessments are also undertaken for school trips. The staff member who is responsible for organising the trip, ensures that an adequate risk inspection has been undertaken and recorded.

THERE ARE 5 STEPS TO ADEQUATE RISK ASSESSMENT:

1. Identifying the hazards (long term and immediate).
2. Deciding who (pupils, staff, parents, visitors, contractors) might be harmed and how.
3. Evaluating the risks and deciding on precautions.
 - a. This involves rating the likelihood of the risk in relation to the severity rating of the hazard. This leads to ensuring that the measures implemented are adequate. We rate the likelihood as a result of the measure to control the risk has been put in place. The likelihood of the risk occurring must be rated 1-5.
 - 1 – very unlikely
 - 2 – unlikely
 - 3 – likely
 - 4 – very likely
 - 5 – almost certain
 - b. Rating the severity of an injury that could occur due to the hazard if it did happen despite the measure to control the risk. These are also rated 1-5.
 - 1 – first aid injury or illness
 - 2 – minor injury or illness
 - 3 – 3-day injury or illness
 - 4 – major injury or illness
 - 5 – fatality or disabling illness

c. The overall risk of carrying out a particular task is a combination of the two factors considered.
Simply put, risk = likelihood x severity

Low risk = score of 1-8 This means your control measure is effective.

Medium risk = score of 9 – 15 This means you must reassess your control measures as there could be problems

High risk = score of 16 to 20 This means your control measure is ineffective and a full review is required.

4. Recording of findings and implementation of them.

These findings are recorded on a Risk Assessment sheet and show the following:

- A proper check was made.
- Consideration has been given to who might be affected.
- Significant hazards have been dealt with, taking into account the number of people possibly affected.
- Precautions are reasonable and the remaining risk is low..
- Staff have been involved.

5. Review of assessment and update if necessary.

See Appendix A for example of risk assessment template.

Risk assessments for School buildings and grounds, as well as regular outings, are reviewed regularly or at such time as there is staff feedback, near misses or accidents or new equipment is purchased.

Separate risk assessments for trips and visits are submitted each time there is an outing involving the pupils.

All risk assessments must now include an assessment of **child protection and safeguarding** with explanation of control measures.

The Head takes overall responsibility for monitoring and evaluating risk assessments. Staff use this policy to guide them with the writing of risk assessments.

All areas of the school and activities within the building have been risk assessed with reference to Covid 19. The main Covid 19 risk assessment has been updated in line with new government guidance and can be found on the school website. In addition, there is a separate risk assessment for all peripatetic teachers.

Policy reviewed by:

The Head

Last Policy Review:

November 2020

Next Policy Review:

November 2021

Appendix A



Risk Assessment for

Hazard	Who might be affected and how	Likelihood of risk 1-5	Severity of potential accident 1-5	Overall RISK Low 1-8 Medium 9-15 High 16-25	Measures in place to reduce risk