



MOORFIELD

SCHOOL

RISK ASSESSMENT POLICY

This policy applies to the whole School (including Early Years Foundation Stage) and is published to parents, pupils and staff.



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 (LR) of the risk occurring must be rated 1-3:

 - 1 - Highly unlikely (unlikely to happen)
 - 2 - Unlikely (may occur at some time)
 - 3 - Likely (very likely to occur)
 - b. Rating the severity (SR) 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 1-3:

 - 1 - Slightly Harmful (slight injury, minor first aid)
 - 2 - Harmful (some injury, not too serious)
 - 3 - Extremely Harmful (serious injury or damage)

- 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 1-4

This means your control measure is effective.

Medium risk = score of 5 -7

This means you must reassess your control measures as there could be problems

High risk = score of 8 - 9
required.

This means your control measure is ineffective and a full review is

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.
- Signed by all relevant staff and dated

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. The Head has undergone training in assessing risk and drawing up risk assessments. The Head is also responsible for making sure staff are trained in writing risk assessments.

Appendix A

Risk Assessment

Maximum number of children in classroom	Adult (s)		Children with any medical conditions		
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action completed
Severity Rating: Likelihood Rating:					
SR = 2 LR = 2 SR x LR = 4					

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