

## **Risk Assessment Policy**

### **What Is A Risk Assessment?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) 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 probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (e.g. slipping, falling), property (e.g. fire), strategic (e.g. reputation, loss of pupils, impact on development), financial (e.g. falling pupil rolls), compliance (e.g. child protection issues) and environmental (e.g. asbestos, legionella and Legionnaires' disease).

### **Why Have Risk Assessments?**

Risk assessments are a legal requirement. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

It is not only a legal requirement, but also this school's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in the School on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

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## **Conducting A Risk Assessments**

Assessments are conducted by the Head, or delegated to teachers, or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

Risk Assessments are approved by the Head and kept in the school office.

## **What Areas Require Risk Assessments?**

There are numerous activities carried out in The School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

Separate policies cover each of the three areas mentioned above. However, risk assessments are also needed for many other areas, including:

### **Educational**

- Science experiments
- Each sport and PE activity
- Art

### **Medical and First Aid**

The person responsible for reporting accidents is the Head Teacher. The Accident Record is in the School Office.

The School keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. (See also separate policy documents; First Aid and Health & Safety)

### **Child Protection**

The School's Child Protection Policy together with the suite of Safeguarding Policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and

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procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK.

### **Support Areas**

- **Catering and Cleaning:** risk assessments and training are required for catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Caretaking and Security:** risk assessments cover every room, labs, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Maintenance:** risk assessments and training are required and carried out as required relating to working at height, asbestos and contractors on site. Training covers safe working practices, health and safety notices and protective equipment.

### **Access by Pupils and Supervision**

The School has procedures in place for the proper supervision of pupils by staff in School and on visits that is understood by all members of staff

Doors to potentially dangerous areas such are kept locked when not in use. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the school.

### **Review of Risk Assessments**

All risk assessments are regularly reviewed. Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The School's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment,

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together with its arrangements for auditing the catering and cleaning functions and for water sampling.

### **Responsibilities of All Staff**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. All members of staff are responsible for reporting any risks or defects to the Head Teacher.

### **Accident Reporting**

The Head Teacher is responsible for reporting and recording any notifiable accidents that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed with a view to assessing whether any measures need to be taken to prevent recurrence.

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RISK ASSESSMENT**

**Risk:** \_\_\_\_\_  
The 5 steps are:

1. Look for the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide whether existing precautions are adequate or whether more could be done.
4. Record your findings.
5. Review your assessment and revise it if necessary.

Description of Hazard	Who might be at harm? / How might they be harmed?	Risk Rating			Evaluate the risks (Will the existing precaution be adequate or will more need to be done?)	Record the findings	Action Needed	Risk Management Arrangements
		High	Medium	Low				

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Health & Safety on Trips Risk Assessment**

Location	Date of Assessment:	Outcome of Health & Safety Assessment:									
Activity / Process / Operation	What are the hazards to health & safety?	What risks do they pose & to whom?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;">What existing control measures are in place to reduce the risk?</td> <td style="width: 33%; vertical-align: top;">Can this trip go ahead or not? Yes / No</td> </tr> <tr> <td style="width: 33%; vertical-align: top;">High</td> <td style="width: 33%; vertical-align: top;">Low</td> </tr> <tr> <td style="width: 33%; vertical-align: top;">Medium</td> <td style="width: 33%; vertical-align: top;"></td> </tr> <tr> <td style="width: 33%; vertical-align: top;">Low</td> <td style="width: 33%; vertical-align: top;"></td> </tr> </table>	What existing control measures are in place to reduce the risk?	Can this trip go ahead or not? Yes / No	High	Low	Medium		Low	
What existing control measures are in place to reduce the risk?	Can this trip go ahead or not? Yes / No										
High	Low										
Medium											
Low											

Name of Assessor: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name of Manager responsible for activity / process / operation: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please Note:**  
 \*Teachers planning an educational visit will need to complete the risk assessment form on their inspection visit, and if deemed appropriate then ONLY book the school visit.  
 \* If the risk level achieved is **High**, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level.  
 \* If the risk level achieved is **Medium** you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level.

**LEICESTER COMMUNITY ACADEMY**  
**Health & Safety during Break Time Risk Assessment**

Location	Date of Assessment:	Outcome of Health & Safety Assessment:		
Activity / Process / Operation	What are the hazards to health & safety?	What risks do they pose & to whom?	What existing control measures are in place to reduce the risk?	Risk level achieved High      Medium      Low
				Can this activity go ahead or not? Yes / No

Name of Assessor: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Manager responsible for activity / process / operation: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please Note:**

- \* Teachers planning an educational visit will need to complete the risk assessment form on their inspection visit, and if deemed appropriate then ONLY book the school visit.
- \* If the risk level achieved is **High**, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level.
- \* If the risk level achieved is **Medium** you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level.

**LEICESTER COMMUNITY ACADEMY  
Health & Safety during P.E. Risk Assessment**

Location	Date of Assessment:	Outcome of Health & Safety Assessment:			
Activity / Process / Operation	What are the hazards to health & safety?	What risks do they pose & to whom?	What existing control measures are in place to reduce the risk?	Risk level achieved	Can this activity go ahead or not? Yes / No
				High	
				Medium	
				Low	

Name of Assessor: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name of Manager responsible for activity / process / operation: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please Note:**  
 \*Teachers planning an educational visit will need to complete the risk assessment form on their inspection visit, and if deemed appropriate then ONLY book the school visit.  
 \* If the risk level achieved is **High**, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level.  
 \* If the risk level achieved is **Medium** you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level.



**LEICESTER COMMUNITY ACADEMY**  
**Health & Safety during Sports Activities Risk Assessment**

Location	Date of Assessment:	Outcome of Health & Safety Assessment:	Risk level achieved			Can this activity go ahead or not? Yes / No
			High	Medium	Low	
Activity / Process / Operation	What are the hazards to health & safety?	What risks do they pose & to whom?	What existing control measures are in place to reduce the risk?			

Name of Assessor: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name of Manager responsible for activity / process / operation: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please Note:**  
 \* Teachers planning an educational visit will need to complete the risk assessment form on their inspection visit, and if deemed appropriate then ONLY book the school visit.  
 \* If the risk level achieved is **High**, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level.  
 \* If the risk level achieved is **Medium** you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level.

**LEICESTER COMMUNITY ACADEMY  
Risk Management arrangements**

**ATTENTION OF THE HEADTEACHERS:**

1. Review the risk assessments sheets, each week.
2. Record all the hazards, and state what action needs to be taken.
3. Give the sheet to the office, for work to be carried out.
4. Monitor and review work carried out.

<b>Week / Date</b>	<b>Area</b>	<b>Description of Hazard</b>	<b>What Action Needs To Be Taken</b>	<b>Date / Sign (When Work is Completed)</b>

Reviewed: December 2017

Next Review: December 2018