



The Craylands School

Procedures for assessing risks policy

1. INTRODUCTION

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

1.1. What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) 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.
- **Risk control measures** are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

1.2. Who Conducts Risk Assessment?

Risk Assessments are conducted by the Headteacher, the Caretaker or delegated to teachers. 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. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit.

Risk assessments should be obtained and utilized from individuals, groups and organizations who are on site and relevant information about pupils should be shared with them, as appropriate, to ensure safety and welfare.

2. RISK ASSESSMENTS (see appendix 1 for template)

There are two main types of risk assessment, generic and specific.

2.1. *Generic* risk assessments should be completed for hazards or activities that are common throughout the school.

2.2. *Specific assessments* should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate.

The essential steps that are taken in order to comply with this policy are:-

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.



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- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

2.3. Who May be Affected?

Consider pupils, students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. Or when beyond the School, members of the public.

2.4. Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

2.5. Risk Control

Decide what controls are necessary to reduce the risk to individuals.
The steps to controlling the risks are as follows:-

- **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood or risk?
- **Substitute or replace the hazard**
- **Procedural controls** – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- **Child management** – make sure that the staff are aware of each child's needs.
- **Setting management** – such as the monitoring of exits and entrances.
- **Additional equipment/staff** – can a lifting device or an additional person be utilized to avoid or reduce the risk?



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- **Personal Protective Equipment** – consider the value of using such things as gloves, over garments.
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire.

The Headteacher monitors the control measures instigated to ensure that they are effective and implemented correctly.

2.6. Risk Assessments for taking children off site

Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place the activity must be authorized and the form signed by the Headteacher.

Details are completed on EVOLVE and risk assessments stored on here. KCC outdoor education team will need to approve any out of mainland UK trips e.g. Isle of Wight before the trip takes place. They check that staff have relevant experience of leading specific activities e.g. paddling in the sea before they are approved.

Staff should complete the application for approval of educational visits form (appendix 2) before they go on any trip.

2.7 Risk Assessments for on site activities including PTA events

Activities run by the PTA should be planned carefully beforehand and those organizing the event should carry out a risk assessment. Before it can take place the activity must be authorized and the form signed by the Headteacher.

2.8 Specialist Risk Assessment

The Headteacher arranges for specialists to carry out the following risk assessments in the KS2 building; Pinnacle carry these out in the KS1 building:

- Fire safety
- Asbestos
- Legionella
- Electrical safety

2.9 Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

2.10 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 (which is recorded). Specialist training is given to those whose work required it. However, staff are responsible for taking reasonable



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care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher.

Policy Reviewed: February 2023

To be reviewed: February 2024



Appendix 1





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APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS BY HEAD TEACHER, GOVERNING BODY OR LEA

(First check whether your LEA has its own standard form)

Not all sections will be relevant to every proposed visit:

School/Group: _____

Group leader: _____

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the head teacher on the progress of the preparations. The group leader should obtain parental consent (see Model Form 7).

When approval is given, one copy should be retained by the head teacher and another by the group leader. The head teacher should be informed of any subsequent changes in planning, organisation, staffing. If required, the head should seek approval from the school governors or LEA.

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

Date of Departure: _____ Date of Return: _____

Time: _____ Time: _____

4. Transport arrangements: Include the name of the transport company and vehicle registration number(s).



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5. Organising company/agency (if any): include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name: _____ Address: _____

Tel: _____ Licence No if registered: _____

6. Proposed cost and financial arrangements:

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: include the name of the insurance company.

Insurance Cover: _____ Policy No: _____

Address: _____

8. Accommodation to be used:

Name: _____ Address: _____

Telephone Number: _____

Name of head of centre (if available): _____

9. Details of the programme of activities:

10. Details of any hazardous activity and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:



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12. Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

13. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency:

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

15. Size and composition of the group:

Age range: _____

Number of boys: _____

Number of girls: _____

Adult to pupil ratio: _____

Leader/participant ratio: _____

16. Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval): _____

Please attach copy of information sheet sent to parents, the parental consent form, and the risk assessment form.

17. Names of pupils with special educational or medical needs:

Signed: _____

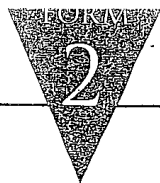
Date: _____

Group leader full name: _____



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CONFIRMATION FROM HEAD TEACHER FOR VISIT TO GO AHEAD

To be completed by the head teacher

To the group leader:

1. I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.
 - a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
 - b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed: _____

Date: _____

Head teacher full name: _____

A copy of the completed application form and details of any subsequent changes should be retained by the head teacher. A copy should also be available for the responsible authority (LEA and/or governing body).

The form may be modified where approval is sought from the governing body or the LEA.



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