



# Grange Park Prep School

## Risk Assessment Policy and Guidelines

---

<b>Document created by:</b>	Flavia Rizzo (Headteacher) 13 <sup>th</sup> September 2017
<b>Reviewed by:</b>	Flavia Rizzo 13 <sup>th</sup> September 2020
<b>Review date:</b>	September 2021

## **Introduction**

Grange Park Prep School does not expect to eliminate all risks but will protect all children and adults as far as 'reasonably practicable'. We could become too pre-occupied with what may happen and, as a result, limit learning opportunities to an unreasonable extent. It is important for children to learn how to recognise danger and how to behave sensibly to prevent harm to themselves and/or others. For any location or activity, GPPS will assess the risks involved and take effective measures either to remove the hazard or reduce the risk.

This policy has been written with due consideration for and in accordance with the Every Child Matters documentation outlined in the Children Act 2004.

## **Rationale**

- A risk assessment is a careful examination of what could cause harm to people, to weigh up whether enough precautions have been taken or if action is needed to prevent harm.
- It should identify practical actions that protect people from harm; for most school risk assessments bullet points work well.
- A documented risk assessment is not required for every activity; neither does the law require that we eliminate all risk but protect people as far as is reasonably practicable.
- It is the responsibility of the Headteacher to ensure risk assessments are conducted. The actual assessment process must be delegated to other members of staff and will be monitored by staff and Governors to ensure that significant risks are being adequately controlled.

## **Features of Risk assessments**

- All risk assessments should identify:
  - Hazards
  - The persons who might be affected
  - The level of risk
  - What effective control measures must be put in place.

Risk assessments should be recorded and communicated to those who might be affected.

## **How to do a risk Assessment**

Five steps to risk assessment can be followed to ensure that risk assessments are carried out correctly.

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on control measures
4. Record your findings and implement them
5. Review your assessment and update as necessary

### **Step 1: Identify the hazards**

In order to identify hazards there is a need to understand the difference between a “hazard” and “risk”. A hazard is something with the potential to cause harm and a risk is the likelihood of the potential harm being realised.

Hazards can be identified using a number of different techniques such as; inspecting the premises, asking colleagues or seeking advice from external professionals.

### **Step 2: Decide who might be harmed and how**

Once hazards have been identified an understanding must be gained as to who might be harmed and how; children, staff, parents or visitors to the school?

### **Step 3: Evaluate the risks and decide on control measures**

People identified as risk of harm must then be protected. Steps must be taken to remove the hazard completely or the risks controlled so that injury is unlikely.

### **Step 4: Record findings and implement them**

It is a legal requirement that findings are written down and show how the school plans to remove the risk and hazards.

### **Step 5: Review assessment and update as necessary**

Risk assessments must be reviewed regularly and updated as necessary.

### **Potential Areas requiring Risk Assessments**

Whilst risk exists in all aspects of education certain activities require their risks be assessed and identified, controls must be recorded so that others are aware of these controls and are able to follow and review.

### **Areas for Risk Assessment (R.A.) not exhaustive**

- School Gates: The two gates to the school are locked except for first thing in a morning and in the afternoon when parents are collecting children. At these times a member of staff is on duty or the children are with their class teacher or parents/ carers.
- Educational visits: day and residential- a risk assessment must be carried out prior to the visit, please follow guidelines in Educational Visits policy
- Daily visual inspection of classrooms and equipment; repairs to be noted in the maintenance book, and concerns to be brought to the attention of the Health and Safety Committee
- Separate risk assessments for Science, Art&DT and ICT (written subject risk assessment)
- Minibus journeys- sports fixtures, swimming lessons etc (written R.A. minibus policy)
- PE and Games- hall, playground, Broomfield Park, Arnos swimming Pool, Hazelwood tennis club, Old Grammarians Field. (written R.A.)
- Offsite games, tennis and swimming facilities (written R.A.)
- Playground- used for breaktime and PE lessons (area risk assessment and policy)
- Hall- used for PE lessons, assembly, lunch and other lessons (area risk assessment)
- Supervision including provision for wet playtime (supervision policy)
- Outdoor Learning: EYFS- (written R.A. kept by EYFS staff)

- Corridors, staircases and Fire Escapes- to be kept clear at all times
- Kitchen: to be kept locked when not in use
- Fire Risk: (Fire Risk policy)
- Missing Child (policy)
- First Aid (policy)

## **Roles and Responsibilities**

### **Governors**

Will take every “reasonably practicable” precaution to reduce or eliminate the risks within the school premises and offsite events and activities to protect all children and adults.

Will have oversight of residential trip Risk Assessments and documentation (Isle of Wight)

### **Headteacher:**

- Will ensure that all reasonable, practicable precautions that have been identified will be auctioned to make GPPS a safe learning environment.
- Include H&S in staff meeting agenda and minutes
- Arrange CPD training as identified by individuals, SMT or HS Committee

### **Senior Management Team:**

- Will check the risk assessments throughout the year including of any educational visit offsite; whether for a lesson, day trip or extended residential visit

### **Health and Safety Officer:**

- Will keep records of fire drills and actions needed
- Carry out and record annual fire risk assessment
- Arrange annual PAT testing/ Gas and fire extinguishers etc

### **Health and Safety Committee:**

- Will organise annual review of risk assessments.
- The committee will also identify further hazards and precautions that may be implemented to reduce or eliminate hazards.

### **All Staff**

- All staff at GPPS have the legal responsibility to co-operate in effort to improve health and safety. They must highlight risks they see and inform the Headteacher and/ or the Health and Safety Officer.
- Staff must record items to be addressed in the maintenance and cleaning books.

### **Training**

GPPS will provide core training to further reduce the risks. This will include Basic First Aid, Fire Awareness & Fire Extinguisher, Health and Safety, educational Visits and Safeguarding Children. Such training will be updated on a regular basis to ensure compliance with ISI requirements.