



Ashton House Preparatory School

**RISK ASSESSMENT &  
RISK MANAGEMENT POLICY**

Policy Title:	Risk Assessment and Risk Management Policy
Version:	Aug 24
Policy Summary:	<p>This policy explains Ashton House School's requirements for risk assessment and management; and sets out the various responsibilities.</p> <p>This policy was provided by Handsam and adapted for the needs of Ashton House School. T-POL-RAS01 England Example Risk Assessment and Risk Management Policy, amended and checked IM 12/12/2018</p>
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## **Introduction**

Employers are required to conduct suitable and sufficient risk assessments. An employer with five or more employees must record significant findings of their risk assessments.

Each risk needs to be managed and controlled as far as is reasonably practicable. The school will take measures to ensure risks are prevented. In practice, we will undertake regular checks and regularly review risk assessment. All staff have a responsibility to prevent risks.

## **Government Guidance**

Ashton House School takes account of the Department for Education's (DFE) guidance *Health and Safety: Responsibilities and Duties for Schools*.

The guidance stresses the importance of assessing risks and putting into place proportionate control measure. It also discusses the legal requirement to record details of risk assessment, the measures taken to reduce these risks and expected outcomes.

The employees of Ashton House School take a 'common sense' and 'proportionate' approach to risk assessment, risk management and risk prevention.

## **Health and Safety Executive (HSE) Guidance**

### Definitions

The HSE definitions are:

- A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.; and
- The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### Sensible Risk Assessment and prevention:

According to the HSE, sensible risk assessment is NOT about:

- Reducing protection of people from risks that cause real harm;
- Scaring people by exaggerating or publicising trivial risks;
- Stopping important recreational and learning activities for individuals where the risks are managed;
- Creating a totally risk-free society; or
- Generating useless paperwork mountains.

The HSE state that sensible approach to risk management is about:

- Ensuring that workers and the public are properly protected;
- Enabling innovation and learning not stifling them;
- Ensuring that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action;
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing significant risks - both those which arise more often and those with serious consequences; and
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Ashton House School takes note of the HSE advice in its risk management policies and practices.

## **Aims**

The aims of this policy are to:

- Explain Ashton House School's requirements for risk assessment, prevention and management; and
- Set out the various responsibilities.

## **Statement of Intent**

Ashton House School will:

- Take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities;
- Assess risks to the health, safety and welfare of staff, pupils and others affected by the actions; and
- Take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation with a view to preventing risks.

## **Responsibilities**

This risk management policy is largely dependent upon the total co-operation of every person who works in Ashton House School. All employees of Ashton House School co-operate in ensuring the health and safety of all staff, students and visitors and for carrying out suitable and sufficient assessments in accordance with this policy.

## Proprietor

The Proprietor is responsible for:

- Ensuring that Ashton House School has in place a Health and Safety Policy and risk management procedures that are fit for purpose and reviewed annually;
- Ensuring that the Headmaster considers the views and recommendations of the staff; and
- Ensure oversight of the Health and Safety Committee's role in managing health and safety policies and procedures and the school's risk management.

## Health and Safety Committee

Within its total responsibilities, the school Health and Safety Committee will:

- Take into account Ashton House School's statement of intent and policies;
- Make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
- Consider accident, incident and ill health records and statistics;
- Consider reports of any internal and external inspections;

- Consider the school's management of risks;
- Make recommendations on risk management and prevention; and
- Make recommendations on risk management and prevention training.

### The Headmaster

The Headmaster (or, when absent, a nominated deputy) will be responsible for the overall implementation of Ashton House School's Health and Safety Policy.

As far as risk management is concerned, the Headmaster of Ashton House School is responsible for and therefore does:

- Ensure safe working conditions for all persons in the school (staff, students, visitors etc.);
- Ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- Ensure that staff are consulted appropriately on issues that affect them;
- Determine in consultation with the Health and Safety Manager (HSM) which risk assessments should be considered exceptional and be written, taking into account the DfE guidance *Health and Safety: Responsibilities and Duties for Schools* (see also the 'Written Records of Risk Assessments' section further down in this policy);
- Ensure that the health and safety training needs of all staff and students are identified and appropriate training provided;
- Encourage staff, students and others to promote health and safety and to suggest ways of reducing risks;
- Ensure that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Delegate to the HSM appropriate tasks for the day-to-day implementation of the policy;
- Delegate appropriate tasks to relevant staff; and
- Ensure that relevant users are effectively using the school's health and safety management system.

### The Health and Safety Manager (HSM)

The HSM is a suitably qualified and 'competent person' (as defined below) and in connection with risk management is responsible to the Headmaster and therefore does:

- Manage, co-ordinate and monitor health and safety matters;
- Ensure that Ashton House School's Health and Safety Policy and systems are implemented;

- Report regularly to the Headmaster on health and safety issues;
- Participate in the work of the Health and Safety Committee;
- Liaise as appropriate with the member of the Proprietor with health and safety responsibility;
- Maintain a suitable system for reporting accidents, near misses and concerns about staff or student welfare;
- Ensure that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Advise the Headmaster on which risk assessments should be written having taken into account *Health and Safety: Responsibilities and Duties for Schools* (see the 'Written Records of Risk Assessments' section further down in this example policy);
- Ensure that all contractors carry out suitable and sufficient risk assessments and have a risk management system in place before carrying out work in the school;
- Engage external health and safety experts as appropriate, receive their reports and take any necessary action;
- Meet with staff health and safety representatives;
- Ensure that teaching, administrative, catering and all ancillary staff are aware of aspects of the Health and Safety Policy that affect them;
- Ensure that contractors and persons hiring any part of the premises are aware of the school policy;
- Ensure that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with the school's Fire Safety Policy;
- Put in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Oversee the efficient use of the school's health and safety management system to prompt and record the proper discharge of all necessary relevant risk management tasks.

A competent person is someone with the necessary skills, knowledge and experience to manage health and safety or else provide advice. The school has a duty under the *Management of Health and Safety at Work Regulations 1999* to ensure access to competent advice.

**Handsam acts as the Competent Person for Ashton House School.**

**The chair of the H&S Committee (currently the Deputy Head) oversees the drawing up and review of Risk Assessments.**

#### Staff with Departmental/Area Responsibilities

Heads of departments/areas will be appropriately trained and are responsible to the Headmaster through the HSM for the implementation and operation of the Health and Safety Policy and risk management as they affect their areas of responsibility. In order to discharge this responsibility, heads of departments/areas do:

- Familiarise themselves with Ashton House School Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of Ashton House School Health and Safety Committee;
- Use the school's health and safety management system to record completion of the relevant tasks;
- Ensure that risk assessments are carried out on any specific risk identified in the department/area and ensure that effective measures are taken to control those risks;
- Provide appropriate health and safety information to relevant persons; and
- Report any health and safety concerns to the HSM.

#### The Staff

All members of staff at Ashton House School must:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the school reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the school's and any departmental health and safety policies;
- Participate in assessing risks and the management of identified risks as appropriate;
- Alert the HSM or heads of areas/departments as appropriate to any potential hazard noticed;
- Report any unsafe working practices to the HSM;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's 'safeguarding students' procedures;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient



training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;

- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the school's health and safety management system where relevant; and
- Participate in any relevant training.

### **Training**

All staff required by Ashton House School to produce risk assessments will undergo training provided by Ashton House School. The training will be managed by the chair of the H&S committee and records will be kept in the training record.

### **Risk Management Procedures**

#### Types of Risk

Strategic risks or those affecting the whole school will be assessed by the HSM.

**Specific risks** relating to specific activities will be assessed by the person in charge of the activity.

**Dynamic or continuing risks** will be assessed and managed by the relevant person who is in charge at the time that the risk manifests itself.

#### Procedure for Making an Assessment

Ashton House School follows the below procedure, which is adapted from the procedure recommended by the HSE:

1. Identify possible problems/risks;
2. Consider what needs to be done to minimise them;
3. Define the necessary actions;
4. Identify people to be responsible for their actions;
5. Set a time frame;
6. Implement;
7. Monitor progress; and
8. Review at the end.

Following the assessment, the risk will be designated 'HIGH', 'MEDIUM', or 'LOW'.

Appropriate controls will be determined, along with an identified person responsible for the control and a time by which the control must be completed and the risk made safe as far as is reasonably practicable.

### Carrying out the Controls

In all cases in Ashton House School, **risks WILL be controlled** either temporarily or permanently as soon as they have been identified. Activities identified as a very high risk should be stopped immediately until control measures have been identified and implemented and it has been considered how to deliver it safely.

### Risk Levels

In determining the level of seriousness of the risk, two factors have to be assessed:

- Risk severity; and
- Risk likelihood.

Risk likelihood will range from 'near impossible' to 'almost certain', while risk severity will range from 'insignificant' to 'fatal'.

See Appendix A: Risk Assessment Template.

### Dynamic Risk Assessment

Dynamic risk assessment is on the spot risk assessment by the relevant person who is in charge at the time that the risk manifests itself. For example, if plan A on an educational visit were to fall through and another activity needed to be arranged very last minute, the person in charge would mentally observe, assess and analyse the activity to identify and prevent/reduce risks. Another example could be a last minute idea for an activity during a lesson to engage pupils, for example asking pupils to act out a poem in English. Ashton House School encourages staff to quickly write down their thought process after a dynamic risk assessment on how they assessed the risk and what decisions they made in terms of potential hazards and control measures.

### **Written Records of Risk Assessments**

The DfE guidance Health and Safety: Responsibilities and Duties for Schools stresses the importance of recording details of risk assessment, the measures taken to reduce these risks and expected outcomes. There is no legal requirement for any particular layout of a risk assessment. There are many different versions. Ashton House School will use the risk assessment template in Appendix A of this policy.

**Monitoring and Review**

The Headmaster will monitor the implementation of the policy and will report to the Proprietor.

Rooms and working spaces are assessed for risk annually.

All trips are risk assessed and a 'trip report' completed upon completion of the trip, with further evaluation where required. This includes weekly off-site Swimming and Sports. The risk assessment and trip report are checked by the Deputy Head, actions requested and then filed in the RA folder in the School Office.

The Proprietor will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

## APPENDIX A: RISK ASSESSMENT TEMPLATE

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

<b>ACTIVITIES:</b> (What will you be doing and with whom?)				TO BE COMPLETED				
<b>DATE OF RISK ASSESSMENT:</b>				<b>Date completed:</b>	TO BE COMPLETED	<b>Date to be reviewed:</b> (Max timeframe 1 year)	TO BE COMPLETED	
<b>STAFFING:</b> (Staff deployment, responsibilities, expertise, etc.)				TO BE COMPLETED				
<b>Aspects to Consider</b> (List only actual hazards/issues related to planned activities)	<b>Who is Affected/What Might Happen?</b> (Staff, students, visitors etc.)	<b>Inherent Likelihood &amp; Severity</b> (See table at end of doc)	<b>Inherent Risk Score</b> (Likelihood X Severity)	<b>Control Measures</b> (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	<b>Are Control Measures in Place? If Not Who Will Implement?</b> (Staff member names or job roles)	<b>Remaining Likelihood &amp; Severity</b> (See table below)	<b>Residual Risk Score</b> (Likelihood X Severity)	<b>When Done &amp; By Whom?</b>
<b>Hazard 1:</b>		?? : ??				?? : ??		
<b>Hazard 2:</b>		?? : ??				?? : ??		

<b>Hazard 3:</b>		?? : ??				?? : ??		
<b>Hazard 4:</b>		?? : ?				?? : ??		
<b>Hazard 5:</b>		?? : ??				?? : ??		
<b>Hazard 6:</b>		?? : ??				?? : ??		
<b>Hazard 7:</b>		?? : ??				?? : ??		
<b>Hazard 8:</b>		?? : ??				?? : ??		
<b>Hazard 9:</b>		?? : ??				?? : ??		
<b>Responsible person name:</b>				<b>Signature:</b>			<b>Date:</b>	
<b>SMT/SLT name:</b>				<b>Signature:</b>			<b>Date:</b>	

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

<b>Risk Severity</b>	<b>1: Near impossible</b>	<b>Likelihood and severity</b> form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your <b>remaining likelihood and severity</b> after control measures and then multiply the ratio to find your residual risk score.	<b>4: Likely</b>	<b>5: Almost certain</b>
	<b>2: Minor injuries</b>		<b>4</b>	<b>5</b>
	<b>3: Moderate injuries</b>		<b>8</b>	<b>10</b>
	<b>4: Major injuries</b>		<b>12</b>	<b>15</b>
	<b>5: Catastrophic</b>		<b>16</b>	<b>20</b>
		<b>20</b>	<b>25</b>	

Risk Rating Calculation

**Total Risk = Remaining Risk Severity X Remaining Risk Likelihood**

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

**Please Also Note**

**All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.**

**All accidents and incidents must be recorded in line with the school/academy’s policy.**

**Also report near misses – not just accidents or incidents.**