



Risk Assessment Policy

Updated: January 2024

To be reviewed: January 2026

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**EQUALITY SCHEME
EQUALITY IMPACT ASSESSMENT FOR
RISK ASSESSMENT POLICY**

		Health Safety Committee; Headteacher
For use by:	Staff, Governors and Parent/Carers	
This policy relates to statutory guidance:	The Management of Health and Safety regulations 1999 Health and Safety: advice on legal duties and powers Feb 2014	
Key related Farndon Policies:	Safeguarding Health and Safety Medicine First Aid	Site Security Educational Visits Staff Handbook Educational Visits
Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
Groups:	Yes/ No	Positive/Negative impact
Disability	Yes	Positive: risk assess so that can access school / curriculum equally.
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious and Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
Reviewed by	Leadership and Management	
Agreed by	Full Governors	
Next Policy review date	Jan 2026	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

RISK ASSESSMENT POLICY

At Farndon Primary, we take this aspect of school life very seriously. We have decided to maintain this policy and continue with our yearly schedule of regular risk assessment updates and renewals. Where there has been a change, we also carry out new risk assessments.

The Governors of Farndon Primary School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

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 (e.g. fire).
- A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- 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, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Farndon Primary School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the School Bursar and the Educational Visits Coordinator for staff to refer to and use for themselves. The CPD leader maintains evidence of staff training.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Farndon Primary School, each of which requires a separate risk assessment. We have a Health and Safety yearly review meeting with the Local Authority which goes through our risk assessments and procedures across the school. A report is produced and shared with the lead Governor for Health and Safety (Mr Greg Davenport).

The most important of these cover:

- Fire safety and procedures
- Educational visits and trips
- Buildings and Premises
- Legionella

But risk assessments are also needed for many other areas, including:

Educational / Curriculum:

- Science
- EYFS Stage
- Each sport and PE activity
- Art (including the clay and print studios)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Dance

Staff:

- Pregnancy
- Return under ‘fit for work’ limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design Technology.

Pastoral:

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHCE programme and assemblies are directed towards promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. We have a curriculum overview that includes drugs, alcohol, on-line safety, road safety and healthy lifestyles.

Child Protection issues: Records of concern are in place to identify children at risk beyond the environment of school. These are shared with the designated lead. A decision is taken with regard to the response taken and then it is filed in alphabetical order.

Medical and First Aid:

The School has risk assessments for first aid and all other treatments and procedures. Accident forms are maintained in the school Office and all staff are trained and responsible for ensuring that accident reports are passed to the School Bursar and the Headteacher.

The school’s separate medical policy explains the procedures that we would follow in the event of a medical emergency. The Headteacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Any incident where someone goes to hospital is reported on PRIME.

Where pupils have daily medical needs, Individual Health Care Plans are drawn up and shared with teachers and parents.

Site Security:

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the pond, the classrooms at break etc.

The front door can only be released by a fob. The site is secure and checked daily by the caretaker. All chemicals and flammables are kept securely locked and there is a separate COSHH policy with data sheets. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Child Protection:

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and 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. By extending this regime to Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas:

- **Catering and Cleaning:** risk assessments and training are required for every item of 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 classroom. 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. The Caretaker has a CPD programme for all these key areas and a risk assessment specific to their role.
- **Maintenance:** risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- **Grounds:** risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

CONDUCTING A RISK ASSESSMENT

Our policy at Farndon Primary School is not to carry out any high risk activity. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment.

We will always employ specialists to undertake high risk tasks such as on residential trips. Support staff may only carry out medium rated activities if they have been properly trained. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments:

The School Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Reviews:

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. There is a yearly plan for review for each risk assessment. A separate policy on the management of health and safety 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.

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. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher, the School Bursar and other members of the leadership team 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 School Bursar.

Reviewed by: A.J Walker

Date: January 2024