



RISK ASSESSMENT POLICY

TITLE	NAME OF STAFF MEMBER
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Site Manager	Bonyo Dimitrov
NMS Health and Safety Director	Deborah Livsey

INTRODUCTION AND PRINCIPLES

The School operates within a safe and secure environment for its children and its staff whether that is on site at the School, or outside on Educational Visits, or at outside events such as Sports Days, etc. One of the key ways in which the School ensures that an environment is safe, is by thinking and planning ahead beforehand. This is usually done through the medium of risk assessments. This policy sets out what they are, what they entail and why we would use them, and how and when we would use them.

This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

This includes the requirements of The Regulatory Requirements and the Statutory Framework for Early Years Foundations Stage. (September 2021)

This policy should be read in conjunction with our **Educational Visits Policy** and **Educational Visits EYFS Policy** where relevant. Staff should refer to, and use the risk assessment templates which can be found on the School server.

SPECIFIC OBJECTIVES

The objectives are to outline the following:

1. What a risk assessment is
2. Why we do them
3. How and when we use them

4. Which areas we look to cover

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to adults or children (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 outcomes (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, such as staff training, clear work procedures, preliminary visits to off-site locations, warning signs, barriers on site and making provision for insurance.

Risk assessments can be used to identify the potential hazards to the wellbeing of children, staff and visitors (e.g. slipping, falling); property (e.g. fire); company strategic (e.g. impact on reputation, loss of pupils or growth); compliance (viz. government guidelines or law on safeguarding and Health and Safety issues) and the environment (e.g. caused by asbestos, legionella).

The risk assessment process consists of the following steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did go wrong
- what are you going to do to stop it
- how are you going to check that your plans are working

DETAILED OBJECTIVES

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.

- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the School responsible for conducting risk assessment and monitoring its implementation.

Relevant staff (in the main teachers) are trained in the writing of Risk Assessments either on induction into the School, by way of online training or during their first Autumn term after joining. More extensive face to face training is given to staff in the Autumn term, particularly for Educational Visits and residential trips.

WHY HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement. By focusing 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. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

- The School premises, internally and externally
- Pupil supervision (including safeguarding and welfare requirements). This will include the appointment of the School Designated Safeguarding Lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- School trips
- Management of visitors on school premises
- Fire and emergencies
- Traffic and pedestrian interaction off-site
- Management of hazardous substances
- Use of hazardous equipment e.g. in DT, Art etc
- The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the School who work with pupils on another site
- Risk areas which are not directly related to health and safety, including but not limited to:
 - financial
 - recruitment procedures including governing body oversight
 - reputational
 - terrorism, including the prevention of fundamentalism and extremism
 - pupil self-harming
 - security, specifically in EYFS areas, as appropriate

SEE APPENDIX ONE FOR AREAS/ACTIVITIES REQUIRING SPECIFIC RISK ASSESSMENTS, ALTHOUGH THE LIST IS NOT EXHAUSTIVE

SUPPORT AREAS

- Catering and Cleaning: risk assessments and training are required for every item of catering, including food supplied by parents (see **Food (Catering) Policy**), and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction during the Autumn term and refresher training for the relevant staff covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk assessments cover every room, 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. Autumn term induction and refresher training for the relevant staff covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working,, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Autumn term induction and refresher training for the relevant staff covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds/playgrounds: risk assessments and training is 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, contractor management and COSHH. Autumn term Induction and refresher training for the relevant staff covers risk assessments, protective equipment and safety notices

ACCESS BY PUPILS

Risk assessments of all areas of the School reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas such as the maintenance cupboards. They also ensure the security of our pupils when on site and upon arrival/exit.

WHEN SHOULD RISK ASSESSMENTS BE COMPLETED

Building Risk assessments are generally reviewed and/or written annually during the summer holidays, in time for the start of the Autumn Term, and further reviewed once term starts where necessary. However, new risk assessments need to be written for every school trip or outing.

Risk assessments are also reviewed when:

- When there are changes to the activity

- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- When there are changes to the physical environment.
- Annually if for no other reason

RECORD KEEPING

Copies of all risk assessments are kept on the School server.

Risk assessments for trips are dynamic and should be taken on all offsite trips.

RESPONSIBILITIES

The Head Teacher has overall responsibility for ensuring that risk assessments are kept up to date and for the implementation of the Risk Assessment Policy. Individual class teachers prepare their own classroom risk assessments annually. On class trips/outings, the teacher conducting the preliminary visit and/or the Group Leader completes the risk assessment, which is approved by the Head Teacher. All other risk assessments are drafted by the Head Teacher and/or the School's Site Manager and reviewed by the NMS Health and Safety Director who will each sign off on all new assessments.

RISK MANAGEMENT STRATEGY

The School's risk management strategy is overseen by the NMS Health and Safety Committee, which is a Committee comprising members of the NMS Board of Directors meeting with its Advisory board. The Health and Safety Committee is chaired by the NMS Chairman. It conducts an annual review of policies, procedures and strategy relating to Health and Safety and receives termly updates on all Health and Safety matters. It operates at a detailed level through a Sub-committee chaired by the NMS Chief Executive Officer and at this level reviews the following:

1. Accidents, incidents, near misses
2. Risk assessment format, templates and reviews
3. Plant registers
4. H&S policies and procedures in detail

The Risk Management Strategy is guided by the advice of the School's designated 'Competent Person', RBS Mentor.

Claire Murdoch
Head Teacher
September 2023

Review approved by Deborah Livsey CEO
New Model School Company Limited
September 2023

Next review date: August 2024

Appendix 1: Areas requiring risk assessment (non-exhaustive)

Educational

- food technology
- sport and PE activity
- general classroom including science and DT
- school trips
- clubs

Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies

Pupil Safeguarding and Welfare*

- Cyber bullying
- Forced marriage
- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM)
- Prevent (anti radicalisation)

*Safeguarding and Welfare Risk Assessments are formally reviewed every 2 years in October, unless circumstances or government guidance changes, in which case the Risk assessment would be updated contemporaneously.