



## Risk Assessment Policy

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**Signed:** Natasza Hughes – Head of School

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## Introduction

Myles Academy uses its risk assessments as a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

A risk assessment has three purposes:

- To identify all things and activities which may cause harm to our staff, pupils, visitors etc. (the hazards).
- To consider the chance of that harm actually befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks).
- To enable plans to be made for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control (i.e., a safe system of work).

Day to day responsibility for ensuring that risk assessments are carried out and that records are kept and reviewed rests with the Head of School. Teachers, teaching assistants and key workers are likely to be tasked with ensuring that their own departments or activities follow endorsed school policies and procedures. The entire school community needs to understand and follow the school's health and safety policy and culture, and to become involved with using and updating risk assessments as part of their daily routine.

The proprietors are fully committed to promoting the safety and welfare of all in Myles Academy 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 with 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 and our students need to be educated into how to cope safely with risk.

## Definitions

As ever, the terms used need to be understood and these definitions should help:

**HAZARD** – the potential to cause harm, including ill health and injury; damage to property, plant, products or the environment.

**LIKELIHOOD** – the chances of an event involving the identified hazard actually happening.

**RISK** - is the combination of the hazard and likelihood. For example, the HAZARD existing in an electric light fitting above your head is severe but the LIKELIHOOD of it falling on you is so low, that the RISK is negligible. Conversely walking along the edge of a cliff at night in a force 8 gale has a high HAZARD rating and high LIKELIHOOD that you might fall, so the RISK is very severe. The RISK from a substance or activity is, therefore, the likelihood that it will cause harm in the circumstances of use. This will depend on:

- The hazard presented by the substance or activity.
- How it is used or done.
- How it is controlled.
- Who is exposed, how much, for how long, etc.
- What they are doing.
- What guards, precautions, etc, already exist.

Poor control of activities can create a substantial risk even from a substance or activity with low hazard. However, with proper precautions most risks of being harmed can be adequately controlled.

## General Guidance

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.

Within our school, the majority of hazards, likelihoods, and risks have already been identified and documented, and will already be adequately controlled in conformity with existing legal requirements. Undertaking another formal risk assessment will simply confirm that the hazards are already identified and adequately controlled and will simply act as a review, as required by the legislation. Where previous risk assessments have not been comprehensive, or have never taken place, the exercise will identify potential hazards and the risks they present so that effective action can be taken to control them before an incident takes place. The important point is to ensure that the hazards associated with ALL areas and activities have been assessed and are adequately controlled.

We must assess not only the risks that our staff are exposed to, but also any person affected by our school. This includes pupils, parents, contractors e.g., caterers and window cleaners; and visitors. We must assess both the risks that occur on a daily basis, and those that happen only occasionally.

## **Fire**

The Full Fire Risk Assessment is reviewed annually as are Health and Safety assessments. Visual risk assessments of all rooms and fire precautions are undertaken each day. All staff are expected to undertake visual risk assessments of their teaching area prior to commencing a lesson to observe and identify any fire hazards or risks.

## **School Risk Assessments**

All staff are expected to undertake visual risk assessments of their teaching area prior to commencing a lesson, break time and lunch time. Those staff who are using materials or undertaking activities which may pose additional risks are expected to risk assess their activity comprehensively. The risk assessments are maintained by the Head Teacher and the Site Manager. The Head Teacher is responsible for keeping records of staff training.

There are numerous activities carried out at Myles Academy, each of which requires a separate risk assessment. The most important of these covers:

- Fire safety, procedures and risk assessments.
- Educational visits and trips.

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

- Individual Pupil Risk Assessments
- Science experiments
- Offsite Activities
- Food Technology
- Each sport and PE activity
- Medical and First Aid
- Caretaking and Security
- Display Screen Equipment
- Art
- Music (including minimising the risk of hearing loss to staff)

## **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). All staff are expected to undertake visual risk assessments whenever they enter an area of the school. 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 students and visitors. They are responsible for cooperating with the Head Teacher and other members of the SLT in order to enable the Proprietors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head of School.

## **Appendix 1 - Conducting a Risk Assessment**

This is a careful examination of the risks association with both working practices and pupil activities.

- A hazard is anything that may cause harm.
- A risk is a chance, great or small, that someone will be harmed by a hazard. The aim is to make sure that no one becomes ill or gets hurt.

There are five steps to achieve this:

**1. Look for hazards.** Look at what may cause harm as a result of an activity.

**2. Decide who might be harmed and how.** Look at who may be affected by the work activity and how they may be affected; this may include members of the public, students, visitors, contractors and maintenance personnel.

**3. Assess the risks and take appropriate actions.** If you find a hazard that may be a risk you will need to decide what steps have to be taken to eliminate or reduce those risks as is reasonably practical. What needs to be done depends on whether the hazard is low risk or high risk. You can determine this by looking at what type of injury may occur and how often it may happen. It may be possible to remove the hazard altogether or to take steps to reduce this risk to an acceptable level. If there is no risk present, then you do not need to take any action.

**4. Record the findings.** You will need to write down the more significant hazards and record the most important conclusions. The following need to be shown:

- A proper check was made.
- Those who might be affected were consulted.
- All the obvious significant hazards were dealt with and an account was taken of the number of people who could be involved.
- The precautions are reasonable and the remaining risk is low.

**5. Review the assessment from time to time and revise if necessary.** It is important that you check the risk assessment, especially if there is a change in the working procedures. You will need to ensure that the assessment takes into account the new hazards, which may cause harm to the health and safety of pupils and staff, or other people who may be affected by the change in working conditions.



<b>STAFF NAME:</b>		<b>SIGNATURE:</b>		<b>Date</b>
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