

Risk Assessment Policy

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
- 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 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, preliminary visits, warning signs, barriers and insurance).
- Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

The Llewellyn School aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

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.

It is not only a legal requirement, but also the Llewellyn School's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in the School on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and all school outings.

The Health and Safety Executive (HSE) has published guidance on carrying out risk assessments. It suggests 5 steps to follow to conduct a suitable assessment:

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

What areas require risk assessments?

There are many activities carried out in The Llewellyn School, each of which requires its own separate risk assessment.

The most important of these cover:

- Fire safety, procedures, and risk assessments
- Educational visits and trips
- Daily activities within the school

Medical and First Aid

The person responsible for reporting accidents is the School Leader/CEO. An accident book is in the school office. The School keeps records of all accidents and injuries and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

Child Protection

The School's Child Protection Policy together with the safeguarding 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 School Governors of Llewellyn School, volunteers and the adult members of the families 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.

Responsibilities of all Staff

The school leader/CEO, or in the School Leader's absence, a member of the Senior Leadership team is responsible for ensuring that all risk assessments are completed and reviewed.

School staff are responsible for:

- Assisting with, and participating in risk assessment processes, as required.
- Familiarising themselves with risk assessments.
- Implementing control measures identified in risk assessments.
- Alerting the headteacher to any risks they find which need assessing.

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety by the Lead Practitioner. 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 Sara Llewellyn to enable the Governors to comply with their health and safety duties.

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards - we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how - for each hazard, we will establish who might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) - we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings - the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: review the assessment and update, as needed - we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments - risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

Please read this policy in conjunction with, and referring to:

- Child Protection Policy.
- Fire Safety Policy and Fire Risk Assessment in separate book.
- Health & Safety Policies.
- First Aid Policy.
- All separate individual risk assessments.
- Medication and supporting pupils with medical needs policy.

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	30/05/2022

Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	01/06/2022

Date for Next Review:	30/05/2023
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