



ST NEOT'S
PREPARATORY SCHOOL

Policy Name:	Risk Assessment Policy
Policy Number:	H10

Staff member responsible	Revision Date	Approved By	Approval Date	Reason
Harriet Cairns (Operations Manager)	December 2022	Jonathan Slot (Head)	December 2022	Annual update
Harriet Cairns (Operations Manager)	September 2023	Due for review by Safety & Wellbeing Committee in January 2024		Annual update

This policy is applicable to the whole school including Early Years

Summary of changes and reviews

Date	Summary	Changes by
Sept 2023	Annual Check	HCC

A St Neot's education is full of fun and good humour. We want every child to enjoy their time at school, to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.

The St Neot's Way is:

- Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.
- Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.
- Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.
- Where the children's character, contribution and service is as valued as their academic success.
- Where the children's physical wellbeing is surpassed by their mental wellbeing.
- Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.

Introduction

A Risk Assessment is a careful examination of what, in our work and environment, could cause harm to people. It enables us to weigh up whether we have taken enough precautions, or should do more to prevent harm. It is an important step in promoting the welfare of pupils at the school, protecting our school, visitors, pupils and staff, as well as complying with the law. Risk Assessments help us focus on the risks that really matter in our workplace and on outside visits, i.e. the ones with the potential to cause harm. In most cases, straightforward measures can readily control risks.

The law does not expect us to eliminate all risk, but we are required to protect people as far as reasonably foreseeable .

There is a general legal requirement to carry out suitable and sufficient Risk Assessments of all activities undertaken by the school, which should be recorded.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as reasonably practicable, the health, safety and welfare of our pupils, staff and visitors, through the Risk Assessment process and to comply with the relevant legislation, including;

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999

The primary regulator for health and safety is the Health and Safety Executive (HSE) and due regard is given the HSE current advice and guidance.

School Responsibilities

To ensure that all activities are undertaken safely in accordance with the Risk Assessment process and that this policy is clearly understood throughout the school. We will:

- Ensure that suitable and sufficient Risk Assessments are carried out on all risks to the health and safety of our pupils and employees which they are exposed to while at school.
- Ensure that suitable and sufficient Risk Assessments are carried out to promote pupil and staff welfare.
- Ensure that these Risk Assessments take into consideration persons not in our employment but who could be affected by risks to their health and safety arising out of, or in connection with, our undertakings.
- Provide such information, instruction, training and supervision as is necessary to ensure all staff undertaking Risk Assessments understand the process
- Ensure that adequate resources are made available to fulfil the requirements of this policy
- Review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- Provide risk assessors with adequate information, instruction and training to ensure that Risk Assessments are suitable and sufficient

- Identify all operations and activities undertaken
- Complete a detailed assessment of each activity or operation,
- Review Risk Assessments on an annual basis and amend as necessary. A review will also take place when significant changes or accidents occur, or when we have any reason to believe the Risk Assessment to be invalid.
- Risk Assessments are produced for all trips outside of school, as well as sport and events internally.

HSE Five steps to a Risk Assessment

1. Identify the Hazards
2. Assess the Risk i.e. Identify who might be at risk, how, control measures, actions
3. Control the Risks: i.e. State steps already taken to reduce risks
4. Record your Findings: If these controls are not sufficient other steps that will be taken
5. Review the Controls: Record that these were done, by whom and when

(steps 4 and 5 need to be taken by the person responsible for the procedure / activity / event / subject area/ trip and will need to be reviewed when considering the individual pupils involved).