

<b>Policy Name:</b>	<b>Risk Assessment Policy</b>
<b>Policy Number:</b>	<b>H3</b>

<b>Staff member responsible</b>	<b>Revision Date</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Reason</b>
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	December 2023	Annual update
Harriet Cairns (Operations Manager)	October 2024	Safety & Wellbeing Committee	December 2024	Annual update
Harriet Cairns (Operations Manager)	September 2025			Annual update

*This policy is applicable to the whole school including Early Years*

**Summary of changes and reviews**

<b>Date</b>	<b>Summary</b>	<b>Changes by</b>
Sept 2023	Annual Check	HCC
Jan 2024	Update with Template	HCC
Oct 2024	Logo Update on Template	HCC
Sept 2025	No changes	HCC

### **Shaping Brighter Futures**

***We provide an inspiring and joyful education that will be remembered for a lifetime and which empowers our children with the confidence, knowledge, skills and character to thrive. We are shaping brighter futures.***

#### **School Aims:**

*At 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.*

#### **St Neot's Values**

*Happiness   Kindness   Self-Belief   Honesty   Respect*

## **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).

**Annex A:** [Risk Assessment Template](#) ( a copy, not to be used, is below for ease of reference. )



Key:  
 Red: Do not proceed – risk must be reduced to a lower level  
 Amber: Proceed only if specific controls will not allow the risk to increase  
 Green: Risk controlled effectively. Proceed with operation and monitor for changes

		Severity		
		L	M	H
likeli hood	H	Med	High	High
	M	Low	Med	High
	L	Low	Low	Med

Trip / Activity Title:

Trip / Activity Lead:		Trip / Activity Deputy:		Trip First Aider:				
Location(s):								
Dates(s):		Timings:						
Number of Person(s) exposed:	Pupils (inc. age)		Staff:		Contractors		Other	
Staff to Pupil Ratios:	:	Security Incident Response Team (SIRT):		Jonathan Slot (Head): 07789 270063 Harriet Cairns (Operations Manager): 07715 063450				

Appendices:	<p><i>Examples could include:</i></p> <ul style="list-style-type: none"> <li>- Staff Leaders and Groups</li> <li>- Pupil Information: Medical and Dietary</li> <li>- Itinerary for Trip</li> <li>- Emergency Response Procedures</li> <li>- Risk Assessment from .....</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• N/A</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
Risks to think of for your assessment could include:	<ul style="list-style-type: none"> <li>- Weather</li> <li>- Transport</li> <li>- Cables</li> <li>- Surroundings</li> <li>- Qualifications</li> </ul>	<ul style="list-style-type: none"> <li>- Time of day</li> <li>- Terrain underfoot</li> <li>- Size of classroom or real estate</li> <li>- Are animals involved and hazard</li> <li>- External providers</li> </ul>	<ul style="list-style-type: none"> <li>- Clothing</li> <li>- Type of activities i.e. working at height</li> <li>- Head injuries</li> <li>- Out of Bounds areas</li> <li>- Woods etc etc etc</li> </ul>

Hazard <i>(A hazard is something that has the potential to cause harm)</i>	What is the Risk <i>(assess the likelihood of the hazard occurring and the severity of the damage or harm that could be caused)</i>	Risk Rating			Control Measures to Reduce Risk <i>(what control measures can be put in place to help mitigate the risk cause harm)</i>	Residual Risk Level			Responsibilities and Remarks <i>(who is responsible to help reduce or monitor the risk and any further comments)</i>
		Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level	
<i>Example: Weather</i>	<i>Exposure to weather: cold or heat injury and or over-exposure to sun</i>	<i>Med</i>	<i>Med</i>	<i>Med</i>	<i>Appropriate clothing and equipment is worn, including sun cream, if necessary. Ensure clothing requirements are listed in the activity instruction for parents / guardians.</i>	<i>Low</i>	<i>Med</i>	<i>Low</i>	<i>Staff are to check children in right clothing before activity begins</i>

Additional comments, control measures and arrangements for monitoring:

EVC Checked:	Name:	Signature:	Date:
SLT Member Checked:	Name:	Signature:	Date:
School Nurse: <i>(Read and Acknowledged)</i>	Name:	Signature	Date
Staff on Trip: <i>(Read and Acknowledged)</i>	Name:	Signature:	Date:
Staff on Trip: <i>(Read and Acknowledged)</i>	Name:	Signature:	Date:
Staff on Trip: <i>(Read and Acknowledged)</i>	Name:	Signature:	Date:
Staff on Trip: <i>(Read and Acknowledged)</i>	Name:	Signature:	Date:
Staff on Trip: <i>(Read and Acknowledged)</i>	Name:	Signature:	Date:
Staff on Trip: <i>(Read and Acknowledged)</i>	Name:	Signature:	Date:

Date Completed:		Revision Date:		Prepared by:	
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