

The Avenue Pre-Preparatory School and Nursery

Risk Assessment Policy

Date of policy: September 2024

Date of policy review: September 2025

Authorised by Mary Fysh, Principal and Sarah Tapp, Head and
Martin Ayres, Chair of Advisory Body

General

Risk assessments are a necessary tool to protect and promote the welfare of pupils, staff and visitors. The School will take every opportunity to identify and record any possible hazard in order to reduce the risk of accidents among the School Community. We will strive to protect people from harm by identifying and controlling risks, with regard to the school buildings, equipment and systems, and all other areas of our provision. This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control, such as risk assessments for offsite trips. All school staff will be expected to read and understand this policy and to act in accordance with its requirements.

The Risk Assessment Policy works in conjunction with all our relevant policies which can be found on our website.

Objectives

To ensure that:

- suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- identified control measures are implemented to control and reduce assessed risk so far as reasonably practicable.
- Those affected by school activities have received suitable information on what to do in order to reduce assessed risk.
- Risk assessments are recorded and reviewed when appropriate.

Guidance

This guidance is applicable to general risk assessments. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, separate policy guidance is in place in the Schools Buildings and Grounds Risk Assessment.

For educational visits, please refer to the School's Educational Trips Policy.

Weekly checklists are completed with regards to the premises, which have been drawn up following thorough risk assessment. Staff will receive guidance on risk assessment as part of their induction. This will be annually updated using online *Educare* training. Risk assessment training on specific areas will be provided where a need is identified.

All checklists will be kept on Google Drive for reference when completed. See appendix 3

Template risk assessment forms are included at Appendix 2 to this guidance.

The Principal will be responsible for:

- implementation of this policy
- maintaining general area risk assessment records.
- communicating any action required by staff as a result of risk assessment.
- staff training.
- reviewing risk assessments on an annual basis, usually in August each year.
 - o maintaining specific risk assessment records for various areas of activities.
 - o communicating any action required by staff as a result of risk assessment.

All staff will:

- ensure that suitable and sufficient risk assessments are carried out for all activities that present a significant hazard in their area of responsibility. This specifically includes trips off site.
- be involved in assessing risks.
- be aware of risk assessment and control measures in their area of work.
- use and comply with control measures implemented to ensure the health and safety of themselves and others.
- report any workplace hazards or concerns regarding health and safety to the Principal
- carry out 'on the spot' (dynamic) risk assessments as necessary when an unforeseen event occurs and a previously unidentified risk becomes apparent.
- Ensure that the children are kept aware of any areas of the school where there may be a potential risk.
- Risk assessments will take into account:
 - o hazards - something with the potential to cause harm risk
 - o an evaluation of the likelihood of the hazard causing harm risk rating
 - o assessment of the severity of the outcome of any event control measures
 - o physical measures and procedures put in place to mitigate assessed risk

The risk assessment process will consist of the following 5 steps:

1. What could go wrong? Identify the hazards by: observing the area or activity; referring to guidance; checking manufacturer's instructions/data sheets; asking other staff for their views.
2. Who might be harmed and how? Consider: staff with particular requirements (e.g. new or young workers, expectant mothers, people with disabilities); pupils; parents; visitors; contractors.
3. How likely is it to go wrong?
4. How serious would it be if it did?
5. What are you going to do to stop it? Consider what control measures are already in place and what actions are already being taken to reduce the risk. Are these suitable and sufficient and are any further measures required?

Apply the following principles when controlling risks, where possible in the following order:

- Eliminate the hazard altogether.
- Substitute for something less hazardous.
- Prevent access to the hazard.
- Organise work to reduce exposure to the hazard.
- Create safe systems of work to reduce the risk.
- Use personal protective equipment, e.g. clothing, footwear, gloves.
- Provide welfare facilities, e.g. first aid stations, washing facilities.
- Provide suitable information, instruction and training.
- ensure appropriate supervision.

6. How are you going to check that your plans are working? Risk assessments may be reviewed following:
 - significant changes to the activity.
 - a near miss or accident.
 - changes to the type of people involved in the activity.
 - changes in good practice.
 - legislative changes or annually if for no other reason.

A non-exhaustive list of areas, which require risk assessment is included at Appendix 1.

If further support is required, staff should inform the Principal who will liaise with the School's Advisory Body and a Health & Safety consultant for specialist advice. Further information is also available on the HSE website.

<http://www.hse.gov.uk/risk/controlling-risks.html>

Training

Risk Assessment training will be provided to staff as appropriate. General training will be provided on first joining the school (Educare - TES) and staff will be reminded of the need to carry out risk assessments and of the information

outlined in this policy in staff meetings. Training will be repeated and updated as required. Records will be kept on Staff files.

When specialist training is required to carry out a particular risk assessment, (e.g. Fire) training will be given by an external agency. This will take place annually.

APPENDIX 1

Areas requiring risk assessment (non-exhaustive) See Health and Safety Policy

Educational

- pupil access to particular areas of school buildings and grounds, eg. New gated seating area .
- medical needs of pupils (where children are risk assessed for self-medication)
- supervision (both in school and for outings)
- recruitment related issues
- safeguarding (Prevent and in relation to bullying)
- art activities
- cooking lessons
- sport and PE activities
- school trips (see Educational Trips Policy)
- workshop day activities/visiting speakers/teachers.
- playgrounds
- general classrooms/workstations

Support

- external catering organised by parents.
- cleaning
- caretaking and security and maintenance (see Risk Assessment School Buildings & Grounds)
- grounds
- offices

Appendix 2 - Example: [Risk Assessment for Educational Visits](#)

(Off site activities with the children e.g., School Trips, Trips to Swimming) EXAMPLE

The Teacher in charge must have read and be familiar with the Educational Trips Policy

School Trip Planning Form

SCHOOL TRIP TO: Venue

| | | | |
|----------------------------|--|---------------------------|--|
| Class | | Date of Trip | |
| Staffing: | | Number of children | |
| Adult / Pupil Ratio | | Teacher in Charge | |

Children with SEN, medical needs or Behavioural difficulties:

| |
|--|
| |
|--|

| | | | |
|--|----------------|----------------------|--|
| Venue Details | | | |
| Contact Name | | Phone Number: | |
| Details of session if available | Timings | Notes | |
| | | | |
| Venue confirmation | | Date: | |
| Lunch room booked | | | |

Please attach any emails or other correspondence (e.g. booking confirmation and complete a coach request form))

| | | | |
|---------------------------------|--|--------------|--|
| Parents information sent | | | |
| By Trip Leader | | Date: | |

Coach Booking Form

| | | | |
|---------------------------|--|---------------------|--|
| Destination | | | |
| Class | | | |
| Number of children | | Date of Trip | |
| Number of Staff | | Teacher | |

COACH

| | |
|---|--|
| Pick up from School: | |
| Pick up from Venue: | |
| Drop back at school: | |
| Please include here any extra instructions needed to be given to the driver in connection with this trip | |
| | |
| FOR OFFICE USE | |
| Coach Company booking confirmed | |
| Pick up from school confirmed | |
| Pick up from Venue confirmed | |
| By whom | |

Please note it is the responsibility of the group leader to ensure that all members of staff going on the trip are familiar with the contents of this risk assessment.

APPENDIX 2 continued

Risk Assessment **Template 2** (Regular Off Site Trips)

PLEASE COMPLETE FOR REGULAR OFF SITE TRIPS

| | | | |
|---|--|-----------------------------|--|
| Destination & | | Telephone Number | |
| Outline of trip: purpose/activity | | Pre Trip Site Visit? | |
| Year Group | | Number of children | |
| Number of staff | | Group Leader | |
| Pupil Information Children with SEN, medical needs or behavioural difficulties: | | Adult : Pupil ratio | |
| Designated First Aider | | Specific medication | |
| Travel Arrangements and timings | | Contact name/number | |
| Venue's Risk Assessment | | Parental Consents | |

| RISK | PROCEDURE | ACTION |
|---|-----------------------------|--|
| What are the hazards? Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? Action by whom? Action by when? |
| Staffing Inadequate staff ratio due to illness, staff inexperienced or unqualified First Aider on day of trip | | |
| Illness Child becomes ill / injures themselves during the trip. Child's emergency medication not available | | |
| Communication Lack of ability to contact school | | |

