



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Headteacher: Mrs. Maria Reece

## **L A L E H A M L E A S C H O O L & N U R S E R Y**

### **R I S K A S S E S S M E N T P O L I C Y**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

	Date	Signed
Date reviewed	June 2025	<i>M Reece</i> Headteacher
Ratified by the Board of Governors	June 2025	<i>M Ryan</i> Chair of Governors
Date of next review	June 2028	



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## **LALEHAM LEA SCHOOL - RISK ASSESSMENT POLICY**

### **POLICY STATEMENT**

The Governors and Headteacher of Laleham Lea School are fully committed to promoting the safety and welfare of all in our school community 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 the law but also best practice. The school will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on the individual conduct and vigilance while on the school premises or while taking part in school sponsored activities. Risk Assessments are an essential process in the identification of potential hazards, examining the effectiveness of the controls that are in place to reduce the likelihood of a hazardous event occurring and to minimise the harm should a hazardous event occur, and identifying further control measures which may be required.

The School is committed to assessing the risks to our employees, pupils, visitors and wider community who could be affected by our activities. This policy applies to the whole school – including the EYFS and is drawn up with regard to the following:

- Handbook for the Inspection of Schools – September 2024
- Charities and Risk Management Regulations
- HSE
- Health and Safety at Work Act (and other regulations derived from this act)

### **AIM OF THE POLICY**

The aim of this policy is to:

- protect both the school and individuals (including pupils and employees) from unnecessary risks by ensuring risks are properly identified and managed
- ensure consistency of approach and management across the range of activities that the school is involved in

## **OTHER RELEVANT POLICIES**

In reading this policy you should also consider and consult the following:

- Health and Safety Policy
- Off-Site Educational Visits Policy
- First Aid Policy
- School Emergency Plan
- Fire Safety and Procedures Policy

## **WHAT IS A RISK ASSESSMENT?**

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 are a constant systematic process with a view to promoting children's welfare. Risk assessments can be used to identify the potential hazards:

- matters related to pupil welfare (e.g., medical needs, supervision and school trips)
- to people (e.g. slipping, falling)
- health and safety (e.g., premises and equipment)



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- lessons (activities, recreation, sport, swimming),
- property (e.g. fire),
- recruitment related issues (e.g., late DBS checks)
- matters related to safeguarding (e.g., Prevent, bullying, peer abuse, allegations)
- strategic (e.g. reputation, loss of pupils, impact on development),
- financial (e.g. falling pupil rolls),
- compliance (e.g. child protection issues)
- environmental (e.g. asbestos, legionella).

Risk assessments need reviewing and updating regularly. Detailed risk assessments of indoor and outdoor provision is conducted termly within our EYFS with daily risk assessments a standard practice. A record of all risk assessments is maintained by the Operations Manager.

### **WHICH AREAS REQUIRE RISK ASSESSMENTS?**

Risk Assessments must be carried out in the following circumstances (please note that this list is not exhaustive, and additional risk assessments should be carried out wherever it is deemed that risks need to be recorded):

**Premises** – Risk Assessments will be carried out examining all locations within the school. The kitchen staff and Nourish fulfil their own obligations as regards environmental health and risk assessment requirements.

**Equipment and Processes** – Risk assessments are required for any other work activity deemed to be hazardous (e.g. caretaker use of tools; use of minibus). Contractors will also be required to provide risk assessments and method statements to ensure safe working practices.

**Pupil Welfare** – Medical Needs of pupils are documented on the school's Management Information System. Hard copies are available in the office. The kitchen holds a copy of dietary needs. Risk Assessments may be required for children with greater needs, which may refer to the Individual Health Care Plan, outlining

responsibilities of specific staff. Where necessary, a written Personal Emergency Evacuation Plan (PEEP) may be required to ensure the safe evacuation of pupils with certain disabilities. Trip Risk Assessments must identify all medical needs and arrangements of the cohort on the trip.

**Supervision** - Risk assessments are required for school events outside of normal lessons. Risk assessments are also required for all clubs, regardless of whether they are within school hours. Additionally, site specific risk assessments must be carried out for regularly used off-site venues (e.g. offsite PE venues). The School has a written Supervision policy and Educational Visits policy which contain details of how students are supervised while in the school's care, either on site or while on a school trip. Staff should refer to the separate Supervision Policy for supervisory arrangements before, during (break times and lunchtimes) and after the school day.

**School Trips** - Day trip risk assessments will be carried out for all offsite trips. Risk assessments for all offsite P.E. lessons are carried out as well as a risk assessment for local fixtures. The risk assessment pack includes separate boxes for the hazards and controls, the checking of consents, medical information, staff information, pupil lists and school mobile telephone alongside various checklists.

Any trip involving use of the Minibus must follow the Minibus policy and include the separate Minibus Risk Assessment as part of the trip pack.

There is a more comprehensive pack in place for residential visits covering additional items such as next of kin details.

**Safeguarding** – With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping children safe in education, Working together to safeguard children, and Part 3 of the ISSRs, the school has systems in place to identify students who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate



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those risks by working in conjunction with social care, the Police, health services and other services, where necessary. Full details are set out in the Safeguarding and child protection policy and procedures.

### **Recruitment of Suitable Staff –**

The School's Recruitment policy sets out the checks that the School undertakes to ensure that staff are suitable to undertake their designated roles.

**Supervisory Risk Assessment** - If an 'Enhanced DBS Disclosure' for an employee (including volunteers) is delayed, the candidate may begin work provided his or her suitability is checked against the Children's Barred List (List 99) and that the school's DBS application has been made in advance of his or her starting work. In such cases, the candidate will be risk assessed with regard to references and informed of the appropriate safeguards to be taken; safeguard interviews shall then be enforced and reviewed every 2 weeks until the DBS check has been approved. Such staff will be supervised and chaperoned by a DBS-cleared member of staff until the school DBS arrives for the new recruit. All other recruitment checks must also have been completed before commencement of work.

**Visiting Speakers**– Risk assessments are required which must take into account any vetting requirements and research into the content of the presentation to prevent the airing of extremist views. Controls must include the presence of a member of staff who can intervene if the content becomes unacceptable.

**Bullying** – Please refer to the Anti-Bullying Policy and Bullying Log.

**Lessons** – Higher risk activities (e.g. Science and PE) provide risk assessments. Any Science experiments conducted in lessons or in STEM also require a risk assessment. Staff are aware of hazards and put in place control measures.

**Staff Welfare** - Medical Needs of staff are documented in staff HR files. A personal Risk Assessment is documented where reasonable adjustments are required. Where necessary, a written Personal Emergency

Evacuation Plan (PEEP) may be required to ensure the safe evacuation of staff members with certain disabilities. Trip Risk Assessments must also identify staff medical needs on the provided form and be handed to the Head or Deputy if the information is confidential.

In certain circumstances, it may be necessary for the school to refer staff to Occupational Health to assist the continued working of a staff member. All reasonable adjustments will be accommodated by the school where possible.

If a staff member indicates Work Related Stress, a Stress Risk Assessment will be carried out by the school (usually by the Bursar) to try to identify any work-related stressors (Demands, Control, Relationships, Change, Role, Support) and any reasonable adjustments which could be made.

A Fire Risk Assessment is carried out every two years by a competent assessor from an external body who holds an appropriate qualification from a recognised body (British Association of Fire Equipment (BAFE), Institute of Fire Prevention Officers (IFPO), Institute of Fire Safety Managers (IFSM), Institute of Fire Engineers (IFE) or Warrington Certification Ltd operating a Fire Risk Assessors Certification Scheme (FRACS)).

### **SPECIALIST RISK ASSESSMENTS**

The Operations Manager arranges for specialists to carry out the following risk assessments:

- Fire Safety
- Asbestos
- Legionella
- Gas Safety
- Electrical Safety – PAT testing

## **CONDUCTING A RISK ASSESSMENT - RESPONSIBILITIES**

Overall responsibility for risk management within the school is with the Governing Body. The Governing Body have delegated the overseeing of risk and H&S to the Head Teacher for strategic decisions and to Operations Manager for operational management of Health, Safety and Risk. Individual risk assessment responsibilities are delegated to class teachers, site manager and support staff.

All EYFS areas are risk assessed daily by the Nursery Leader and the Reception Teacher; these are submitted to the Operations Manager for scrutiny weekly.

Risk assessments are practical tools designed to assist teachers and support staff who are in charge of an outing, activity or event inside or outside of the school. There are several possible techniques or models that can be used and all staff responsible for carrying out risk assessments will be trained in how to use and complete risk assessments that are used in the different areas.

Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Operations Manager and members of the SLT in order to enable the Governors to comply with their legal health and safety responsibilities.

All members of staff are responsible for reporting any risks or defects to the Operations Manager.

When conducting a risk assessment in any area consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk.

## **RISK ASSESSMENT PROCESSES**

Risk Assessments will take into account:

- Hazard – anything with the potential to cause harm
- Likelihood – the probability of a hazardous event causing harm





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- Severity – the potential degree of seriousness of any hazardous event
- Risk – an evaluation of the likelihood of a hazardous event causing harm
- Control Measures – physical measures and procedures put into place to mitigate risk

The Risk Assessment process must consider:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did go wrong?
- What controls have been put in place to prevent the hazard?
- What further control measures are required?

Risk Assessments will be reviewed:

- When there are material changes to the activity
- After a near miss or accident
- When there are changes to the people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually if for no other reason

Risk Assessments should be dynamic and under constant review. If the member of staff responsible for an activity or work practice deems a risk to have become unacceptable, the activity must be stopped immediately, and if the activity is offsite, should return to school in a safe manner.

Risk Assessments will be overseen by the Operations Manager who may delegate their drafting to the member of staff responsible (e.g. regular room users, trip leaders). The Operations Manager will deliver periodic training to enable the completion of delegated tasks.

Trip Risk Assessments must be submitted to the Operations Manager (or in her absence, the Headteacher) for review at least 7 days before departure for day trips, and 1 month before departure for residential trips.

Copies of the assessments will be held by the Operations Manager together with any relevant consent forms. By making full payment for any school trip, parents give permission for their child to attend. Parents are notified regarding all trips to give them an opportunity to opt out of specific educational visits. Copies of the relevant pages of Trip Risk Assessments must be given to each attending member of staff before departure.

## **REVIEW OF RISK ASSESSMENTS**

All risk assessments are regularly reviewed; the EYFS Statutory Framework requires schools which provide for this group to review and update risk assessments annually.

Risk assessments will be reviewed:

- when there are changes to the activity
- after a significant near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

The culture of Laleham Lea School encourages immediate reporting of health and safety issues – for example in the Site Manager Job Book – rather than waiting for the next risk assessment review.

Risk Assessments are always reviewed when major structural work is planned, new equipment is installed, change of usage/repurposing of any part of the school premises (inside or outside) or in the event of an accident/incident, in accordance with the ISS Guidance note 4.27 (p33): Risk Assessments should be a constant process.



## **RISK REGISTER**

The school also has in place a Risk Register which considers a broader range of risks to the future viability of the organisation. In addition to Health and Safety Risks, there are risk categories for legal issues, financial considerations, external factors, reputational risks and personnel. This enables the Governors to maintain a live risk matrix to identify the greatest concerns and manage risk.



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## Risk Assessment Form

This form must be completed upon assessment of a risk identified on the school premises or during school activities

<b>Name:</b>	
<b>Position:</b>	

**Risk Identified:**

<b>DATE:</b>	<b>REPORTED TO:</b>

**Risk Rating**

	Minor	Moderate	Major	Catastrophic
Likely	4	8	12	16
Possible	3	6	9	12
Unlikely	2	4	6	8
Rare	1	2	3	4



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Grade	Risk Mitigation Actions
L 1-4	LOW: These risks should be recorded, monitored and controlled by the responsible manager
M 5-8	MEDIUM: These risks should be recorded, monitored and controlled With mitigation actions to reduce the likelihood and seriousness identified and appropriate actions to be identified and endorsed by the Head Teacher.
H 9 and above	HIGH: This level of risk could pose a significant impact on an individual/group of individuals or overall school community. No risks assessed as 'high' will be taken by the school. The Head and Operations Manager should be advised of risks which have been graded at this level.

Signed \_\_\_\_\_

Checks Completed:


Conclusion:


Signed (Operations Manager or HT) \_\_\_\_\_