



GREENFIELD SCHOOL

Risk Assessment Policy 2023-2025

1. Introduction

A Risk Assessment is an important tool in protecting staff, pupils and visitors to site, by analysing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm.

2. Aims and Objectives

- a. To ensure that major risks are identified and managed as part of an overarching policy
- b. To ensure that suitable and sufficient risk assessments are undertaken for activities or individuals where there is likely to be increased level of risk
- c. That identified control measures are implemented to control risk so far as reasonably practicable
- d. That those affected by school activities have received suitable information on what to do
- e. That the risk assessments are recorded and reviewed when appropriate
- f. To identify those in school responsible for conducting risk assessments and monitoring their implementation

3. Roles and responsibilities

- a. The Governing Board is responsible for:
 - The overall responsibility of risk management at the school
 - Delegating strategic decisions for operational management of risk and health and safety to the Head
- b. The Head is responsible for:
 - Ensuring potential hazards are identified and risk assessments are carried out as appropriate
 - Ensuring that any individual tasked to carry out a risk assessment is suitably trained to do so
 - Allocating resources in response to risk assessments and determining a course of action if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable
 - Implementing frameworks for decision-making and strategies which consider risk assessment principles
 - Communicating elements of risk and health and safety management to the Governing Board

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- c. Members of Staff are responsible for:
 - Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members
 - Undertaking their work in accordance with training and instructions
 - Cooperating with the school on health and safety matters
 - Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures
 - Reporting any risks or defects to the Bursar in order to create new, or update, risk assessments
 - Participating in risk management training where applicable

4. The Arrangements for Applying the Policy

Examples of when a Risk Assessment might be required:

- a. Annual Review of Normal Work Activity, taking into account anything that has changed in the year
- b. Annual review of Workplace environment
- c. New Activity in the work environment, e.g. new subject taught or new element of the curriculum
- d. New Club being organised for Wrap Around Care
- e. Visitor to the school for Presentation or Activity/Demonstration
- f. Major school events held on site, e.g. Summer Fayre, School Plays, Music Concerts
- g. Trip offsite (assess travel arrangements as well as activities at destination)
- h. Significant new Classroom Equipment for use by staff or pupils
- i. Pupil Medical Needs
- j. Injury to Staff/Pupil causing reduced mobility in school
- k. Employee Pregnancy
- l. Recruitment related issues, such as an employee commencing work before all Safeguarding checks are complete
- m. Safeguarding issues related to a pupil

Staff should seek advice from the Bursar or Deputy Head if unsure of the process or outcomes of a Risk Assessment

5. Procedure

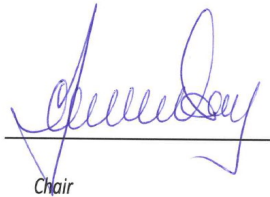
- a. A template risk assessment can be found [T:\Policies and Inspection\Risk Assessments](#)
- b. The risk assessment will take into account:
 - Hazard – something with the potential to cause harm
 - Risk – an evaluation of the likelihood of the hazard causing harm
 - Risk rating – assessment of the severity of the outcome of an event
 - Control measures – physical measures and procedures put in place to mitigate the risk
- c. The risk assessment process will consist of the following six steps:
 - What could go wrong
 - Who might be harmed
 - How likely it is to go wrong
 - How serious would it be if it did
 - What are you going to do to stop it
 - How are you going to check that your plans are working

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- d. If the risk cannot be controlled to a satisfactory level by any of these measures, the activity should not go ahead.

- e. Completed risk assessments should be sent to the Bursar and Deputy Head for review and should be stored <T:\Policies and Inspection\Risk Assessments\Risk Assessments - Current>. Risk assessments should not be stored anywhere else on the system. This ensures that the most up to date versions are accessible (in the same way the school manages its policies).

- f. Risk assessments will be reviewed:
 - When there are changes to the activity
 - After a 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



Chair

May 2023

To be reviewed May 2025