



CRICKLADE MANOR PREP SCHOOL & NURSERY

Risk Assessment Policy

Whole School	Reviewed	Next Review	Signed
Yes (including EYFS)	11/19	11/20	<i>CAB</i>
Yes (including EYFS)	11/20	11/21	<i>CAB</i>
Yes (including EYFS)	01/22	01/23	<i>CAB</i>
Yes (including EYFS)	01/23	01/24	<i>CAB</i>

Year	Amendments
2022	<ul style="list-style-type: none"> Breakfast Club added to considerations. Forest Schools added under Educational Risk Assessments required.
2023	<ul style="list-style-type: none"> 2. Staff & Stakeholders added.

	<ul style="list-style-type: none">• 3. School Business Manager. Overseen by the Educational Visits Coordinator.•
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1. Introduction

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

This Policy applies to the entire setting including the EYFS, before and after school and holiday clubs. Copies of this Policy are available for viewing and/or downloading on the school's website.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, etc, there is separate policy guidance in place.

This policy should be read in conjunction with the following policies:

- Health & Safety Policy
- Educational Trips and Visits Policy
- Supervision Policy
- EYFS Supervision Policy

2. Purpose

The objectives of this policy are:

- To ensure that risks are systematically identified and managed to promote children's, **staff and stakeholders** welfare.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

3. Responsibilities

The following have responsibilities for risk assessment:

- The Head will be responsible for the implementation of this policy.
- The Head of EYFS will be responsible for the EYFS risk assessment and the regular checks required as a result of the assessment.
- The **School Business Manager** and Estate Manager will complete **and oversee** risk assessments for the site.

- Teachers will complete risk assessments for their teaching rooms.
- Trip leaders will complete risk assessments for educational trips and visits overseen by the Educational Visits Coordinator.
- The Catering Contractors will complete an annual risk assessment for the Kitchen and food storage and service areas.
- The Head and Business Manager will be responsible for checking risk assessments.
- The Site Manager will be responsible for keeping site risk assessments and the EVC will be responsible for keeping trip risk assessments.

4. Training and Guidance

Staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Head, EVC or School Business Manager.

5. When is a Risk Assessment Required

The following is a non-exhaustive list of circumstances which are likely to require a risk assessment to be produced. If in doubt, staff should seek guidance from the Head or Business Manager.

Educational

- Science experiments
- Use of hazardous materials in design technology or art
- Sport & PE
- Drama & dance
- School trips (including residential) & on/off-site visits
- Forest School

Support

- Catering and cleaning
- Security
- Site and equipment maintenance
- Visitors
- Fire & emergencies

6. When is a Risk Assessment Required

A template risk assessment form is included at Appendix 1.

Risk assessments should consider:

- 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

Completing a Risk Assessment will require answering the following:

- what could go wrong?
- who might be harmed?
- how likely is it 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?

7. School Visits

Planning for school visits and trips must be completed in accordance with the Trips and Educational Visits Policy and the Supervision/EYFS Supervision Policy.

A careful risk assessment should be completed by the trip leader, using the form in Appendix 1. Many attractions and museums provide their own risk assessments, which should be appended to the school's own assessment of the risks of the trip.

Where the visit or trip is a repeat of a previous trip, the existing risk assessment should be used as the basis for assessment, assessing the educational content of the trip and then reviewed at the end by the group leader.

When planning an adventurous activity that will involve caving, climbing, trekking, skiing or water sports, the trip leader must check that the provider holds a licence as required by the Adventure Activities Licensing Authority. (AALA)

For visits involving EYFS children, the assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal supervision ratio.

8. Supervision of Pupils

The school's Supervision and EYFS Supervision Policies set out the measures in place to supervise children during the school day and on school visits. These arrangements are risk assessed and reviewed as part of the review process for these policies. Staff should be aware of their responsibility to dynamically risk assess on a daily basis, taking into account changes in individual circumstances and the weather for example.

In circumstances which fall outside these policies, a risk assessment should be undertaken to ensure sufficient supervision is in place to ensure the safety of pupils.

9. EYFS

A risk assessment must be completed of outdoor and indoor spaces, furniture, equipment and toys used by EYFS children. This risk assessment will be reviewed at least once a year or more frequently when the need arises.

The risk assessment must identify aspects of the environment that need to be checked on a regular basis and a record of these aspects and when and by whom they have been checked must be kept. The regularity of these checks will be determined according to the assessment of the significance of individual risks.

10. When should Risk Assessments be reviewed?

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

PART 3 – RISK ASSESSMENT

Risk Assessment Form

Risk Rating Matrix

The Risk Rating Matrix is a way of quantifying the risk associated with your activity. It works by using a simple multiplication table based around set levels of severity and likelihood, giving a result which is then graded using a traffic light system.

Both severity and likelihood are split into 5 categories, ranging from unlikely to certain for likelihood and minor injury to death for severity. Each category is given a value between 1 and 5, with 5 being the highest category and 1 the lowest. These values are used to work out the risk rating.

		Risk Matrix – High – Medium – Low (Risk)				
Severity x Likelihood = Risk Rating		Likelihood				
		Certain (5)	Very Likely (4)	Likely (3)	May Happen (2)	Unlikely (1)
Severity	Depth (5)	25	20	15	10	5
	Major Injury (4)	20	16	12	8	4
	Over 7 day injury (3)	15	12	9	6	3
	Minor Injury – treatment off site (2)	10	8	6	4	2
	Minor injury – first aid on site (1)	5	4	3	2	1

Severity x Likelihood = Risk Rating

The result of this will be between 1 and 25, which is then grouped into High, Medium or Low risk as below;

High Risk	Medium Risk	Low Risk
12 and above	between 11 and 5	4 and below

For each activity that you input on to the Risk Assessment, you will need to give it a Risk Rating. The form is designed so that it takes you through the multiplication; you are required to input severity, likelihood and the Risk Rating. If your activity comes out with too high a risk, that could be High or even Medium risks, there is space on the Risk Assessment to add more control measures and rate the risk again. This shows that you have adjusted the controls in reaction to the perceived risk.

CRICKLADE MANOR PREP TRIP RISK ASSESSMENT

Date of event:	Department:	Assessed by:	Head's Signature:	Risk Matrix – High – Medium – Low (Risk)						
	(Name of school dept.)	(Name of assessor/Group Leader)		Severity x Likelihood = Risk Rating	Likelihood					
					Certain (5)	Very Likely (4)	Likely (3)	May Happen (2)	Unlikely (1)	
Name of Event:	Location of Event:	Description of Event:		Severity	Depth (5)	25	20	15	10	5
					Major injury (4)	20	16	12	8	4
					Over 7 day injury (3)	15	12	9	6	3
					Minor Injury – treatment off site (2)	10	8	6	4	2
					Minor injury – first aid on site (1)	5	4	3	2	1

TO BE COMPLETED BY RISK REVIEWER						ONLY TO BE COMPLETED IF REQUIRED FOLLOWING REVIEW BY HEADMASTER OR SBM			
Describe the hazard	Who might be harmed and how?	Existing control measures	Risk Rating Likelihood x Severity = RR			Additional control measures	Revised rating Likelihood x Severity = RR		
			L	S	RR		L	S	RR