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# Hassocks

## **Risk Assessment Policy**

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**Policy Review Date: December 2024**

**Date of Policy: 3 March 2017**

**Next Review Due: 1 December 2025**

## **Policy Statement**

The Governors of LVS Hassocks are fully committed to promoting the safety and welfare of all individuals in our community so that effective education can take place. Their highest priority lies with 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 with best practise. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our students need to be educated into how to cope safely with risk. This policy applies to the whole school and is drawn up with regard to the following:

- Independent School Standards Compliance
- Health & Safety Executive guidance
- Health & Safety at Work Act 1974

This policy should be read in conjunction with:

- Health & Safety Policy
- Educational Visits Policy
- Fire Policy
- First Aid Policy
- Medication Policy
- Missing Children Policy
- Safeguarding Policy

## **What is a Risk Assessment?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to individuals (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire)
- A risk is an evaluation of the probability or likelihood of the hazard occurring (e.g. a chip pan will catch fire if left unattended)
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. injury to the individual, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequence of the risk (e.g. staff training, fire alarms)

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases, simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At LVS Hassocks, a copy of risk assessments for students to go off site are uploaded on to Evolve. Students also have individual risk assessments completed annually and updated where necessary.

## **Which areas require Risk Assessments?**

All students must have a risk assessment for any educational visits or trips.

Risk assessments are also required for many other areas including but not exclusively:

- Classrooms

- Food Technology
- Art
- Sport and PE activities
- Science experiments
- Horticulture activities
- Working at Heights
- Manual Handling
- COSHH

### **Specialist Risk Assessments**

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

- Fire Safety
- Asbestos
- Legionella
- Gas Safety
- Electrical Safety

### **Responsibilities**

The Governing Body have delegated the overseeing of risk and Health and Safety to the Health and Safety Committee and to the Principal for the operational management of Health, Safety and Risk. Within the school the Principal devolves health, safety and risk management to the SLT. Individual risk assessment responsibilities are delegated to the Deputy Head Teacher and Vice Principal.

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 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 students and visitors. They are responsible for cooperating with the Principal, other members of SLT and the Estates Manager 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 defect to the Facilities team using the estates email or radio system.

When conducting a risk assessment in any area consideration should be given to the likelihood that any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk. Even after all precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks **low**. LVS Hassocks will cease any activity or event where the risk is deemed to be **high**.

In order to determine the low/medium/high risk status consideration has to be given to the likelihood of a situation occurring (from 1 – rare to 4 – likely) and the severity of the consequence of the situation occurring (from 1 – minor to 4 – catastrophic). The likelihood and impact scores are then plotted into the table below to produce a ‘risk rating’

## Risk Rating Matrix:

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

## Risk Rating Actions:

Grade	Risk mitigating 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 mitigating actions to reduce the likelihood and seriousness identified and appropriate actions to be identified and endorsed at SLT level
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 of School should be advised of identified risks that have been graded at this level.

**No event/activity identified as 'HIGH' will be allowed to continue.**

### Pastoral

Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding by students of the risks that exist both in the real and electronic world, and on sensible precautions that should be taken.

### Medical and First Aid

The school's First Aid policy details the procedures that we would follow in the event of a medical emergency. The nurse keeps a record of accident reports and these are passed to the Health & Safety Committee. The Estates Manager is responsible for the reporting of any notifiable accident that occurs on school premises to a student, staff member, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### Training

Staff were provided training on 10 June 2022 by Simon Whitmore, FRGS, Tech IOSH, BA, MA(Ed, Outdoor Education Advisor for West Sussex on how to conduct Risk Assessments.

Staff will receive annual Health and Safety update training (face to face) alongside completing relevant National College modules.