



# The Ryleys

Girls & Boys Preparatory School

## 16a Risk Assessment Policy

Named person responsible: Mrs J. Langford

Reviewed: September 2021

Policy Review Date: September 2024

## **Policy Statement**

The Ryleys School does not expect to eliminate all risks but will protect all the children and adults as far as 'reasonably practicable'. It is important for children to learn how to recognise danger and how to behave sensibly to prevent harm to themselves and/or others. For any location or activity, The Ryleys School will assess the risks involved and take effective measures either to remove the hazard or reduce the risk.

For every risk assessment carried out for a trip or visit, the exact adult/child ratio is included.

This policy has been written with due consideration for and in accordance with the requirements of ISI and EYFS.

## **Objectives**

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk

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 risk assessments are recorded and reviewed when appropriate

The Headteacher / School Business Manager / Site Manager working with the external H&S consultant retained by the school will be responsible for the implementation of this policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis.

## **What is a safe learning environment?**

It is one in which there:

- is secure and safe access to movement around and exit from premises
- is a learning environment which is both emotionally and physically healthy
- are arrangements for safe use, handling, storage and transport of equipment
- are arrangements for safe physical interventions with pupils

## **What is risk assessment?**

A risk assessment is the careful examination of what could cause harm to people.

Risk assessments 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

## **The risk assessment process will consist of the following 6 steps:**

- 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

**Who carries out risk assessments for school trips?  
(see also 14a and 14c supervision of pupils)**

**There is a risk assessment form for staff to use when planning trips.**

The lead member of staff who has organised the trip will carry out the risk assessment.

- It is their responsibility to liaise with the staff at the venue / location of the visit to obtain the risk assessment for the site, as well as assessing the risk of the mode of transport the pupils and staff will be using.
- It is the lead member of staff's responsibility to check staff to pupil ratios for the age group they are taking, as well as checking who has first aid training and what equipment they will need to take with them.
- They need to check dietary requirements of any pupils and staff, and that these are being met, as well as any allergies or first aid needs of pupils.
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**Checking any risk assessments:**

All risk assessments for trips should be checked by the Headteacher or the Bursar.

**How to assess the risks in the school?  
Identify the hazards**

Hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer.

Look at the near miss incident and accident book to identify the less obvious hazards. Think about long-term hazards to health e.g. high levels of noise, glaring lights. Decide who might be harmed and how

Identify groups of people who may be exposed to risk.

Identify how they may be harmed, i.e. what type of injury or ill health might occur. Thought should be given to the hazards which may be faced by cleaners, visitors, contractors, who may not be in the school all the time Evaluate the risks and decide on precautions

The risk is the chance, high or low, that somebody could be harmed by the hazard, together with an indication of how serious that harm could be.

Think about what controls there are in place and think about good practice.

Consider:

**Can I get rid of the hazard altogether?**

If not, how can I control the risks so that harm is minimised and/or unlikely to occur?

When controlling risks, the following principles will be applied:

- a) Chose a less risky option
- b) Prevent access to the hazard
- c) Reduce exposure to the hazard e.g. put barriers up

- d) Protective equipment e.g. clothing, footwear, goggles
- e) Provide welfare facilities e.g. first aid

### **Review your assessment and update if necessary**

- a) Regular checks are completed by the health and safety committee to make sure that the control measures stay in place.
- b) All risk assessments will be formally reviewed annually by staff at the beginning of each academic year to consider the risks posed by new equipment and procedures.
- c) Have there been any changes?
- d) Are there improvements the school still needs to make?
- e) Has anyone in the school community spotted a problem?
- f) Have we learnt anything from accidents or near misses?

During the year, if there is a significant change, we will not wait. The risk assessment will be checked and, where necessary, amended.

All staff at The Ryleys School have a legal responsibilities to improve health and safety. They must highlight any risks they see and inform the Headteacher/School Business Manager so reasonable measures can be taken to reduce or eliminate the risk.

### **Training**

The Ryleys School will provide core training to further help reduce the risks. This will include:

- Basic First Aid
- Fire Awareness & Fire Extinguisher
- Health and Safety
- Risk Assessment and Safeguarding Children.

This information will be logged by the School Business Manager in our 'Continuing Professional Development' records. Such training will be updated on a regular basis to ensure compliance with ISI requirements.