

Risk Assessment Policy

This policy is to be read in conjunction with the Health and Safety Policy and the Educational Visits Policy.

Introduction to Risk Assessment

Hollygirt is a vibrant, exciting place at which to study. There are many opportunities to learn in and beyond the classroom, such as hands-on activities, day trips, residential trips – both home and abroad – sporting fixtures, performances, and so on. Pupils are always encouraged to take part and give things a go. However, with all activities, there is, inevitably, a degree of risk, and risk assessment is the process by which these risks are considered beforehand and measures are put in place to minimise the likelihood of injury. It is paramount that we keep the pupils in our care safe, whilst continuing to afford a broad spectrum of opportunities, and risk assessment is a pivotal tool.

Risk assessment can never eliminate all risk, but it can reduce the likelihood of harm by careful planning of each aspect of the activity or visit.

Legal Framework

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The School is required to assess the risks to the health and safety of pupils, students, staff and any others who may be affected by the activities performed. Carrying out these written assessments helps to identify all the protective and preventative measures that must be taken to comply with the Regulations. Of fundamental importance is that the purpose of Risk Assessment (whether of things, places, activities or practices) is to help ensure that pupils may flourish in their time at Hollygirt in a safe environment.

The Health and Safety Policy details the aspects, areas and departments of the School for which risk assessments must be maintained, and those responsible for them. Overall, it is the responsibility of the Health and Safety Officer (the Head) to ensure that risk assessments are carried out in accordance with this policy. It is the responsibility of the Deputy Head (Seniors) and the Head or Deputy Head of Juniors to ensure that risk assessments are in place as appropriate for their respective areas of the School (i.e. Senior School and Junior School). The risk assessments themselves may be completed by department staff, normally those leading a particular trip or activity, but must always be signed and approved by the Deputy Head (Seniors)/Head or Deputy Head of Juniors.

Types of Risk Assessment

The wide range of activities both in and out of School demands a variety of types of Risk Assessment (RA). The Health & Safety Policy contains details relating both to general use of the school and its facilities, and to teaching activity using the buildings and facilities. In any event, RA is not a one-off process, but a continual evaluation as the activity or trip covered by the RA is pursued.

Classroom Risk Assessments cover the routine, day-to-day teaching and learning activities. Sometimes, a specific classroom-based activity may require an additional risk assessment, such as a science practical. The PE Department also risk assesses for off-site activities.

A Trip Risk Assessment Form is written for all trips, visits, holidays and residentials (see Appendix 1). Residential trips also require completion of an Evolve risk assessment, an online system by which risk assessments are submitted, considered and approved by the Local Authority.

Individual Risk Assessments may be written where appropriate for specific pupils or members of staff, for example those considered extremely vulnerable to Covid infection. Similarly, pregnant pupils or staff are risk assessed as per the Health and Safety Policy to best ensure their safety in the workplace.

Process of Risk Assessment

No activity or visit can be entirely risk free – but potential hazards, their potential severity and the likelihood of them occurring must be considered:

- For each activity (wherein there is additional risk not covered by the general classroom risk assessments) or visit, the significant hazards must be listed and, for each hazard, there must be an assessment of the risk (likelihood and extent of harm) to those involved. Sufficient control measures must be in place to reduce the risk posed by each hazard to an acceptably low level. If the hazard and its likelihood are considered too high, the activity may not proceed.
- The staff member leading the activity/trip should complete a written risk assessment (see Appendix 1) in good time ahead of the proposed activity to the Deputy (Seniors) or Head or Deputy of Juniors for its review and approval.
- All participants in the activity or visit have a responsibility to behave in such a manner as to maintain the low level of risk for all involved. The activity leader or visit organiser should continuously reassess the risks as the activity/visit progresses and successful management may necessitate the imposition of different control measures to those originally planned.
- The activity/trip leader and all accompanying staff should be involved in the risk assessment process and be aware of control measures.

- Risk assessments for holidays and residentials will be signed off by a designated member of the Board of Trustees.
- Risk assessment for residential trips should also be completed on the Evolve Risk Assessment system hosted by the Local Authority. After submission of the required paperwork, this is considered by them and approved accordingly if the risk is acceptable.
- In the case of risk assessing individuals, such as a pregnant staff member, the individual concerned will be consulted and will be a key part in considering what control measures implemented.

Appendix 1: Risk Assessment Form



Risk Assessment

Out of School Activity:	
Member of Staff:	
Date of Activity/Trip:	
Place to be Visited:	
Number of Pupils plus Year Group:	
Number of Staff/Helpers:	
Member of Staff with Emergency First Aid at Work Certificate:	
Signature: Health & Safety Co-ordinator (after checking)	

SEVERITY (S)	LIKELIHOOD (L)
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		Rating	
5	Death / Permanent disability	5	Will almost certainly happen
4	Serious injury / Long term sickness	4	Highly likely to happen
3	Temporary disability / 3 day absence	3	Possible
2	Require medical attention	2	Less likely
1	Minor injury e.g. bruise/graze	1	Remote possibility

SEVERITY x LIKELIHOOD = RISK FACTOR (RF)	
Factor	Risk Assessment
16-25	Unacceptable! Requires immediate attention
10-15	A high priority for action before embarking on the trip
6-9	Medium risk – do something as soon as possible
3-5	Low priority – examine practicality of change
1-2	Low risk – no further action required

Activity:					
<u>Possible Risks</u>	<u>Who is at risk</u>	<u>Existing Controls</u>	<u>S</u>	<u>L</u>	<u>RF</u>
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Written by Dr Helen Barsham

Signed off by SLT April 2022

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