



FINTON HOUSE
SCHOOL

RISK ASSESSMENT POLICY
ISSUE 1 | SEPTEMBER 2022

1 Table of Contents

1.1	What Is A Risk Assessment?	2
1.2	What Are the Legal Requirements?.....	2
1.3	Types of Risk Assessment & Responsibilities	2
1.4	Completion of Risk Assessments.....	3
1.5	Risk Assessment Findings	3
1.6	Storage of Risk Assessments.....	3
1.7	Review & Monitoring.....	4
1.8	Appendix A: Example of the Master Risk Register	5
1.1	Appendix B: Example of standard Risk Assessment	6

Finton House School recognises that Risk Assessment is one of the keystones of good H&S management which can make a significant contribution to promoting welfare and reducing health and safety risks to employees, pupils, visitors and others who may be affected by the way in which the school operates.

Finton House School completes comprehensive risk assessments for all potentially hazardous activities and situations, regularly review them, and implement the controls necessary to reduce the risks to an acceptable level following the principles of prevention: eliminate the hazard at source, reduce the hazard, prevent contact with the hazard, implement safe systems of work, and employ personal protective equipment.

Finton House School provides training and comprehensive guidance for employees on how to complete risk assessments.

1.1 What Is A Risk Assessment?

A risk assessment is a systematic method of looking at the school environment and activities to identify things that could happen or go wrong and cause injury or ill health, and deciding on the actions needed to prevent this. It is not always possible to remove all the risks, but they should be reduced or minimised to an acceptable level. Risk Assessment helps to protect:

- Pupils, employees, visitors, contractors and members of the public.
- The school and its reputation.

1.2 What Are the Legal Requirements?

The Management of Health and Safety at Work Regulations 1999 require risk assessments. They must be 'suitable and sufficient', i.e. they should show that:

- A proper check was made.
- All the people who could be affected were considered.
- All the obvious, significant hazards and risks were considered.
- The precautions are reasonable, and the remaining risk is low.
- The relevant staff were included in the process.
- Risk assessments must be written down if the organisation has more than five employees.

1.3 Types of Risk Assessment & Responsibilities

There are four main types of risk assessment:

1. Master Risk Register – This enables the school to maintain an overview of all the hazards and risks in the school. This enables the more significant risks to be identified so that resources can be targeted at monitoring and controlling them.

The School's Master Risk Register is kept in Excel format in the Risk Assessments section of the Health and Safety Drive. A snapshot of the Risk Register is included in **Appendix A**.

2. Risk assessments required by specific legislation such as the Fire Safety Order, the Control of Substances Hazardous to Health Regulations, or the Work at Heights Regulations.
3. Area / activity risk assessments such as classrooms, laboratories, extra-curricular activities or offices and sports activities, educational visits and drama productions.
4. Individual (personal) risk assessments triggered by a specific event such as a member of staff announcing she is pregnant, or if an individual pupil or member of staff has special needs relating to H&S e.g. as a result of a disability or illness.

Staff members are responsible for completing and regularly reviewing the risk assessments for all the areas and activities they are responsible for. The Bursar is overall responsible for the Risk Assessment Register and Risk Assessments required by specific legislation. Area and activity risk assessments are the responsibility of the individual running that area/activity.

It is good practice for all the relevant staff to be involved with completing and reviewing the risk assessments as they will have useful information about how the tasks or activities happen in practice, what can (and sometimes does) go wrong.

1.4 Completion of Risk Assessments

Risk Assessments are to be completed by the member of staff responsible for the relevant subject area or risk, as detailed in the Statement of Organisation.

The Bursar is formally trained and, and suitably experienced, to give staff guidance in the completion of risk assessments. The Bursar will review all risk assessments as they are created and at the periodic reviews. (The frequency of periodic reviews is dependent on the nature of the individual risk assessment and is specified in the Master Risk Register).

Risk Assessments are created from a standard template that ranks Severity and Risk to understand the level of risk involved (the Risk Rating). The control measures required are expected to be relative to the overall Risk Rating.

It is critical that Risk Assessments are viewed by all staff as a live, active document and are not simply filed away after the annual review. Once the Bursar is satisfied with the Risk Assessment, and the Control Measures, the Risk Assessment is distributed to all relevant staff. Where there are areas of specific responsibility, the relevant staff members are asked to sign the risk assessment to confirm comprehension.

An example of the standard format for a Risk Assessment is included as **Appendix B**.

A Flow Chart for the Completion of Risk Assessments is included in **Appendix C**.

1.5 Risk Assessment Findings

If the risk assessment identifies significant risks which need specific action to control them, these must be brought to the attention of the affected people, e.g. staff, children, peripatetic staff or visitors. This could be in the form of a training session for staff, e.g. if a new piece of equipment is introduced; safety reminders at the beginning of a practical science lesson for pupils; or in a letter to parents prior to pupils going on a school trip or to an adventure activities centre.

Where an activity/area or piece of equipment needs or wishes to be either conducted where the risk is above tolerance level, or considered a higher risk, permission must be sought from a member of SLT in writing before doing so.

1.6 Risk Assessment Training

It is expected that the Bursar has is appropriately qualified and experienced to train staff in the completion of Risk Assessments.

Staff are trained on the completion of Risk Assessments upon induction when starting at the school, and annually at Inset thereafter. Inset training may also be backed up by EduCare Courses as appropriate. A record of all training is maintained by the School.

1.7 Storage of Risk Assessments

Risk Assessments are stored centrally:

W:\Health and Safety\Risk Assessments

Risk Assessments must be recorded on the Risk Register, which can be accessed through OneDrive & Frog. It must be recorded what the risk assessment is, who is responsible for it, when it was updated, and its validity. The register will automatically calculate a warning from this as to when it needs to be updated. This allows SLT and Governors at a glance to see the status of Risk Assessment across the school.

Paper copies are also be made available, e.g. in the staff room, classrooms, or to take off-site, e.g. on an educational visit.

1.8 Review & Monitoring

There are no official requirements for the length of time records relating to risk assessments should be kept. However, it is recommended that records should be kept for three years at the very least, since this is the period in which a civil claim can be made following an incident. If health risks are involved, then the length of time may have to be much longer e.g. 40 years, as claims can be made within three years of the disease or ill health being diagnosed.

Risk Assessments must be reviewed when there is a material change in the risk that will alter the assessment i.e. following an incident, or change in environment, type of activity etc. As standard, risk assessments should be reviewed annually, even if no material change has taken place.

The process of creation & review at Finton House School is as follows:

- Risk Assessment created by staff member, and forwarded to Bursar for comment or EVC in case of educational visits.
- Risk Assessment recorded on Risk Register by the Finance & Compliance Administrator.
- Risk Register reviewed termly by SLT, including a sample of Risk Assessments, and a review of Risk Assessment in practice.
- Risk Register reviewed annually by Governor Risk Management Committee, including a sample of Risk Assessments.

1.9 Appendix A: Example of the Master Risk Register

	A	B	C	D	E	L
1						
2	Finton House Educational Trust				Site & Charity	
3	Risk Register					
4						
5	Risk Assessment Title	Owner	Update Frequency	RA Updated	Signing Complete	
12	Electrical Safety	GRA	Annually	08/03/2022	11/03/2022	
13	Financial Headwinds	GRA	Annually	24/05/2022		
14	Fire	GRA	Bi-Annual	05/01/2021	N/a	
15	Foreseable Emergencies	GRA	Annually	18/02/2022	21/04/2022	
16	Glazing, Windows & Balustrades	GRA	Annually	08/03/2022	08/03/2022	
17	Groundskeeping	GRA	Annually	03/03/2022	07/03/2022	
18	Hazardous Waste	GRA	Annually	18/02/2022	02/03/2022	
19	Leaf Blower (Makita)	GRA	Annually	17/02/2022	21/04/2022	
20	Lettings & Events	GRA	Annually	03/03/2022	05/05/2022	
21	Lifts	GRA	Annually	17/02/2022	22/03/2022	
22	Lone Working	GRA	Annually	03/03/2022	05/05/2022	
23	Manual Handling	GRA	Annually	07/03/2022	19/05/2022	
24	School Vehicles	GRA	Annually	03/03/2022	06/05/2022	
25	Security	GRA	Annually	09/02/2022	19/05/2022	
26	Site Office	GRA	Annually	08/03/2022	08/03/2022	
27	Buidling Integrity	GRA	Annually	09/02/2022	05/05/2022	
28	Slips, Trips & Falls	GRA	Annually	18/03/2022	06/05/2022	
29	Stress & Wellbeing	GRA	Annually	08/03/2022	29/04/2022	
30	Trees	GRA	Annually	17/02/2022	22/03/2022	
31	Utilities	GRA	Annually	17/02/2022	22/03/2022	
32	Vehicles on Site	GRA	Annually	17/02/2022	22/03/2022	
33	Visitors	GRA	Annually	08/03/2022		
34	Winter Weather	GRA	Annually	17/02/2022	25/02/2022	
35	Working at Height	GRA	Annually	08/03/2022	11/03/2022	
36	Young Employees/Work Experience	GRA	Annually	17/02/2022	24/03/2022	
38	Staff Quiz Night	AH	Annually	11/05/2022	06/06/2022	
39	Prizegiving (Civic Centre)	GRA	Annually	06/06/2022	08/07/2022	
40	Annual Staff Party (July)	GRA	Annually	06/06/2022	07/07/2022	
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						

Site & Charity
Teaching
Clubs, Trips & Workshops
+

Ready

1.1 Appendix B: Example of standard Risk Assessment



FINTON HOUSE
SCHOOL

Risk Assessment Template
Filename: RA - EYFS Classrooms - Feb 2022.docx

Framework Risk Assessment 2022

RA Title	Owner	Category	Date	Assessment Frequency
EYFS Classrooms	Olivia Low	Site & Charity	31/01/2022	Annual X
		Teaching	X	Termly
		Clubs		Monthly
		Trips & Workshops		Other

<div><div>SEVERITY</div><div>LIKELIHOOD</div></div>	SEVERITY – the most likely worst case scenario that could result from the hazard.		LIKELIHOOD of the risk occurring (with any outcome)	
	5	Catastrophic (multiple death)	5	Certainty (at any time, on any day)
	4	Major (single death/permanent disability)	4	Probable (could happen once a term)
	3	Moderate (broken bones, days off)	3	Likely (could happen once a year)
	2	Minor (basic first aid treatment)	2	Conceivable (might happen in 5 years)
	1	Insignificant (minor scratch or bruise)	1	Improbable (probably never happen)
Risk Rating must be <9		Likelihood x Severity = Risk Rating		
THIS IS A FRAMEWORK RISK ASSESSMENT. IT MUST BE AMENDED AND ADAPTED TO ACCURATELY REFLECT THE HAZARDS PRESENTED BY EACH INDIVIDUAL SITE AND THE ACTIVITIES UNDERTAKEN THERE-ON.				

Hazard	Why is this a risk?	Who is at risk?	Existing Control Measures	Severity	Likelihood	Risk Rating (Severity x Likelihood)	Additional Control Measures (to reduce risk rating)
Covid - 19	Children might contract COVID and bring it into school.	Children and staff	Classrooms have air purifier. Children wash hands regularly and classrooms all have good ventilation.	2	3	6	Children with close contacts who test positive are asked to test daily.

2 Appendix C – Risk Assessment Flow Chart

Risk Identification

A full review of school activities and site is conducted to identify baseline risks. In addition, where significant changes occur, new risks are identified i.e. global pandemic.



Risk Assessment Creation

Risk is identified and assigned a 'Risk Owner' to complete the risk assessment. The Risk Owner should be the person responsible for overseeing the activity or aspect of school life.



Risk Assessment Review

The draft risk assessment should be shared with the relevant 'Responsible Person' for review and sign off.

- Business, Buildings, Statutory & People/Employment – Bursar
- School Life – Head Master & Deputy Head (Pastoral)
- Teaching Specific – Head Master & Deputy Head (Academic)
- Educational Visits – Educational Visits Coordinator & Head Master



Risk Assessment Review

The draft risk assessment should be shared with the relevant 'Responsible Person' for review and sign off. Can be physical or electronic document.

- Business, Buildings & People – Bursar
- School Life – Head Master & Deputy Head (Pastoral)
- Teaching Specific – Head Master & Deputy Head (Academic)
- Educational Visits – Educational Visits Coordinator & Head Master

