



BERKHAMPSTEAD SCHOOL

Risk Assessments of trips, activities and areas

This is predominantly a Health and Safety term which refers to the process through which hazards are identified, and the risks they pose evaluated.

A risk assessment is a means of auditing the potential for unwanted situations to occur, enabling decisions to be made about steps which could minimise the possibility of the situation arising.

Completing Risk Assessments

Multiplying the likelihood and severity of any risks together, will result in a risk rating. The issue at stake at all times when carrying out risk assessments is to ensure the safety and welfare of all those involved. Risk assessments are to be reviewed annually and completed for:

- Trips and activities
- Areas, rooms and premises
- Children (e.g. disabilities, severe injuries)
- Staff (e.g. pregnancy, severe injuries)

What extra measures need to be put in place?

A Risk Assessment should not be an isolated process, but something which is ongoing across the whole school. Effective Risk Assessments always follow the five key stages outlined below:

1. Make a list of all hazards or potential security issues. These should include the various types of hazards as mentioned earlier including unsafe acts, physical conditions and omissions.
2. For each one, decide who might be harmed, how severe the harm might be, and what the full impact on the school is likely to be in the worst-case scenario.
3. Evaluate the risks (the likelihood that the harm from a particular hazard will be realised) arising from each hazard and decide whether your existing precautions are adequate or if more should be done.
4. Record your findings and monitor the situation.
5. Review your assessment and revise as necessary.

What is a hazard?

A hazard is a source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these. This could be:

- how people work and how plant and equipment are used
- what chemicals and substances are used
- what safe or unsafe practices exist
- the general state of the premises/areas

What is a risk?

A risk is the chance of something happening that will have a negative effect. The level of risk reflects: the likelihood of the unwanted event. the potential consequences of the unwanted event.

The simplest way of assessing risk is to use a numerical system, in which calculations could be made, taking into account the precautions which are already in place and imagining the “worst case” scenario if nothing further is done. Once all these ratings have been recorded, the school can examine further measures which could be put into place to reduce the risk, if the risk rating appears to be too high. The key advantage of using a numerical approach to rate risk is that it is a simple way of working out which areas need most urgent attention.

Once the hazard has been identified, Staff will assess the likelihood of harm occurring, with ‘1’ being ‘not likely’ and 5 being ‘extremely likely’. Staff will also apply a severity rating, with ‘1’ being ‘low’ and ‘5’ being ‘high’, for example serious injury or death. The staff member completing the risk assessment will comment on the controls in place, before reapplying the risk calculations following these controls. Any further remarks or control measures will then be added.

What needs to be risk assessed?

1. All classrooms, corridors, play areas, toilets and communal areas.
2. All regular activities carried out by the school – swimming, sport outside school, playing fields, trips to the recreational ground or the church.
3. Any school trip or expedition – outside agencies will also have a risk assessment.
4. Any one-off activity e.g. specialised science experiments.

Leadership Responsibilities

School:

- Risk assessments for trips and activities are completed by the teacher(s) and reviewed by the Headteacher.
- Risk assessments for areas, rooms and premises are completed by a designated teacher and reviewed by the Estates Manager, and/or the Bursar.
- Risk assessments for children are completed by the SENCO or teacher.
- Risk assessments for staff are completed by the employee's Line Manager or Bursar.

Day Nursery:

- Risk assessments for trips and activities are completed by the Day Nursery Manager, and/or Deputy Day Nursery Manager.
- Risk assessments for areas, rooms and premises are completed by a designated practitioner and reviewed by the Estates Manager, and/or the Bursar.
- Risk assessments for children are completed by the Day Nursery Manager, and/or Deputy Day Nursery Manager.
- Risk assessments for staff are completed by the employee's Line Manager, Day Nursery Manager or Bursar.

The overall responsibility for Risk Assessments is the Health and Safety Governor and Bursar.

Any activity with a hazard with a risk of 15, after controls have been applied, should not be attended unless approved by the Bursar and/or Health and Safety Governor.

The Bursar and/or Headteacher/Day Nursery Manager should be made aware of any activity with a hazard with a risk of 12 or over, after controls have been applied.

The overall aim of any risk assessment is to reduce the level of all residual risks to a level where all those concerned accept and tolerate them.

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