



Clifton High School

co-educational nursery pre-school to sixth form

| Policy applies from EYFS to Sixth Form | Risk Assessment |
|---|------------------------|
| Date policy updated | 24.01.2020 |
| Date policy to be reviewed | 24.12.2020 |
| Author | Mr G Cowper |
| A shaded area denotes a regulation to which all schools must comply | |

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

This Risk Assessment Policy ensures that all legal requirements are met and the welfare of all pupils, staff, visitors and volunteers is safeguarded and promoted by its implementation and appropriate action is taken to reduce risks that are identified.

Related Policies

Child Protection and Safeguarding
Educational Visits
First Aid
Health and Safety
Premises
Recruitment
Risk Management

What is a risk assessment?

A risk assessment is a systematic tool used at Clifton High School for promoting the welfare of children, staff, visitors and volunteers. This is achieved by conducting a formal examination of the harm or hazard that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or the likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome

All risk assessments operate on the principle that there is a likelihood of something happening and this is related to the consequence expressed in terms of severity of that occurring. The purpose of the risk assessment is to identify the risk and mitigate the likelihood such that the severity is non-existent or very greatly limited.

Professional support for risk assessment

Clifton High School employs a Chartered Member of the Institute of Occupational Safety and Health (CMIOSH) qualified full time Health and Safety Advisor from 4SEE Ltd who is on call and attends each term and as requested to conduct, review and audit Health and Safety and Risk Management at the School.

The Health and Safety adviser reviews the practice and procedures in selected departments, conducts risk assessments, provides training for staff and ensures that the School is compliant with all pending and in force legislation. The Director of Finance and Operations has completed the formal training and examinations for the Institution of Occupational Safety and Health (IOSH) Managing Safely course.

When is a risk assessment completed?

Clifton High School has an active approach to risk. This is not to say that the School is risk averse but risk aware. It is always safer to think “what if and not “if only”. Whenever pupil’s, staff, visitors or volunteers are at risk a risk assessment is required. Risk assessments are completed when an activity such as an Educational Visit is planned, a new risk is identified or when an existing risk is reviewed annually. Advice is always available from the Director of Finance and Operations and Senior Leadership to Heads of Department or members of staff planning any event or activity.

Who conducts risk assessments?

Risk assessments are conducted by the Head of Department or the individual leading an educational visit or other activity. All risk Assessments are approved by the Deputy Head with responsibility for Educational Visits or the Director of Finance and Operations in any absence, with support as required from the Designated Safeguarding Lead, the Professional Health and Safety Advisor and other subject matter experts as required. The Deputy Head of School keeps an electronic record of all risk assessments.

Categories of risk assessments

- Generic risk assessments are completed for hazards or activities that are common throughout the School such as an event in the main hall, or a class room which is not used for a specific activity like Food and Nutrition or Art. These specialist areas have their own risk assessments
- Specific risk assessments are completed for activities and situations such as educational trips or where the activity might be counter to the promotion of British Values. For example, Sixth Form pupils attending a debate at a local university Politics Department
- There is a third type of risk assessment which is not completed by a member of staff. These assessments of risk are produced by a competent professional from a supplier who will complete risk assessments for equipment or services provided to the school using a format of their choice. The risk assessment used by a scaffolding contractor is a good example of this third category

Generic risk assessment

This creates a numeric value derived from the severity multiplied by the likelihood and has been used at Clifton High School for several years so is well understood by staff arranging Educational Visits and Events.

| Description of Potential Hazard | Severity (1 to 5) | Likelihood (1 to 5) | Overall risk 25 (Severity x Likelihood) | Action taken to Minimise Risk |
|---------------------------------|-------------------|---------------------|---|-------------------------------|
|---------------------------------|-------------------|---------------------|---|-------------------------------|

Specific risk assessment

The School follows the advice of our Health and Safety Advisor and IOSH and has introduced a proforma to cover very specific fixed installations such as Design and Innovation. This format describes the risk as High Medium or Low for a generic risk and uses colour to indicate the risk before and after actions to be undertaken.

| Ref. | Task/ Activity | Hazard/ Risk | Risk Before Control | | | Control Measures | Risk Post-Control | | | Actions to be undertaken |
|------|----------------|--------------|---------------------|---|------|------------------|-------------------|---|------|--------------------------|
| | | | L | S | Risk | | L | S | Risk | |

| | | | | |
|------------|----------|-----|-----|---|
| Likelihood | H/L | H/M | H/H | Key: H – High M – Medium L – Low Red: Do not proceed – risk must be reduced to a lower level Amber: Proceed only if specific controls will not allow the risk to increase Green: Risk controlled effectively. Proceed with operation and monitor for changes |
| | M/L | M/M | M/H | |
| | L/L | L/M | L/H | |
| | Severity | | | |

Educational Visits

The member of staff leading the visit will refer to the Educational Visits Policy in the first instance. The Risk Assessment V2 proforma is completed and submitted to the Deputy Head of School for checking and approval.

If the Deputy Head of School has any issues then the member of staff organising the trip is informed, the issue rectified and re submitted for approval. Where required, specialist advice will be taken (e.g. School insurance broker or Health and Safety advisor) before the generic or specific activity takes place.

Venue risk assessments

Visits to attractions such as museums, concerts or field centres must have a copy of the venue’s own risk assessment which is saved with the risk assessment. In certain cases, the venue may not have its own risk assessment. Where this is the case this is recorded.

Specific arrangements to manage identified risks

The Estates Manager arranges for specialist companies and organisations to manage and provide documentation for example:

Fire Alarms, Lightening Conductor and Electrical and Gas safety inspections.

Significant risk areas - Departments and Plant

There are specific areas/departments that have been identified as presenting significant risk. Each has a named person who is responsible for ensuring health and safety in each area and, implicit in this, the preparation and review of an appropriate risk assessment.