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RISHWORTH SCHOOL

RISK ASSESSMENT POLICY

Distribution: School website, Internal Policy Library

1. Policy Scope

1.1 This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. It sets out how Rishworth School will identify and manage risks on and off site, or anything that may affect the health and safety of staff, students and others visitors who may be affected by our activities.

1.2 Rishworth School is committed to promoting the safety and welfare of all in the community so that effective education can take place. We aim to provide a safe environment for staff, parents, students and visitors by ensuring that all our educational and support operations are delivered in a safe manner that complies with legislation and follows best practice.

1.3 Risks are inherent in everyday life and the School recognises the need to take a broad approach to the area of risk assessment to ensure that it covers all aspects of student welfare, identifies risks, and adopts effective systems for minimising them. To achieve this, we undertake risk assessments to assist in managing health and safety. This Policy explains the School's approach to managing risk and identifying appropriate measures to control risks that have been identified.

2. Related Policies

2.1 This policy should be read in conjunction with the following other policies:

- Health and Safety Policy
- Safeguarding Policy and Child Protection Procedures
- Fire Procedures and Fire Safety Policy
- Educational Trips and Visits Policy
- First Aid inc Paed, Care of Boarders and Admin of Meds Policy
- Supervision Policy for the respective School

3. Objectives

3.1 The Management of Health and Safety at Work Regulations 1999 imposes a duty on employers to carry out suitable and sufficient assessments of all the significant risks to employees and those who may be affected arising out of or in connection with any work activity. The purpose of a risk assessment is to enable the school to determine what measures should be taken to comply with the duties under the relevant statutory provisions. This covers the general duties under the Health and Safety at Work Act 1974 and the more specific duties contained within associated health and safety regulations.

3.2 This policy has been reviewed in accordance with the statutory guidance set out in Part 3 – Paragraph 16. Welfare, health and safety of students, Handbook for the Inspection of Schools (Comment on the Regulatory Requirements) – (Independent School Standards) Regulations 2019 (ISSR) effective September 2019. and in line with the DfE's statutory guidance Keeping Children Safe in Education, the NMS Boarding Standards, and the Early Years Foundation Stage (EYFS) Framework.

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

3.4 That identified control measures are implemented to control risk so far as reasonably practicable.

3.5 That those affected by school activities have received suitable information on what to do.

3.6 That risk assessments are recorded and reviewed when appropriate, ensuring that staff responsible for assessing risk have the training to understand and record when and how a risk assessment is completed.

4. Definitions

4.1 Risk assessment - an examination of the workplace and work activities to determine what could cause harm and what precautions are required to remove or reduce the possibility of harm.

4.2 Hazard - Anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

4.3 Risk - The chance, high or low, that someone could be harmed by these and other hazards, together with an indication of how serious the harm could be.

4.4 Dynamic risk assessment - An assessment that takes into account unexpected or short temporary changes that require immediate amendments to be made to risk assessment control measures. Examples would include changes in weather conditions or breakdown of heating systems.

4.5 Suitable and sufficient risk assessment - An assessment that is proportionate to the risk and ensures that all relevant hazards are addressed, complies with statutory requirements, ensures all groups who are affected are considered and takes account of existing control measures and identifies further measures as necessary.

4.6 Generic risk assessment - An individual assessment covering the common significant hazards that staff, students and others face on a day-to-day basis; these may include low risk activities such as general office activities or repeated activities that can be documented in another way such as safe systems of work or for example biology laboratory rules.

5. Guidance

5.1 Whilst the ultimate responsibility for risk management overall lies with the Board of Governors, the Head, Commercial Director, Deputy Head(s), Facilities Manager, and Curriculum Area Managers will be responsible for the implementation of this policy.

5.2 This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place, which may be outsources to a competent professional. The Facilities Manager undertakes the day-

to-day responsibility for such specialist areas, reporting to the Commercial Director and the Governors.

5.3 This policy applies to all staff, contractors and the wider school community who all have an obligation to assist in creating a safe working, teaching and boarding environment both on and off-site. All staff have a duty to take reasonable care for themselves and other persons who may be affected by their actions and to support the School in providing a safe environment by reporting accidents and identifying potential hazards.

5.4 The School identifies key areas of School management that present risks to the School community – these include, but are not limited to, the following:

- Safeguarding
- Student welfare (including SEND and Medical)
- Health and Safety
- Security
- Fire safety
- Critical incidents
- School trips
- Staff recruitment (for further information, please see the school's Recruitment Policy)

6 What is Risk Assessment?

6.1 Risk assessment is an important step in protecting the whole School community, as well as complying with the law. The law accepts that not all risks can be eliminated entirely, but people must be protected from harm (by taking reasonable control measures), as far as is reasonably practicable. The Risk Assessment process helps focus on the risks that really matter in the School - the ones with the potential to cause harm.

6.2 The School is legally required to assess the risks in the premises (and sometimes off-site during school trips etc.) so that they can put in a plan in place to control the risks. In their guide 'Five Steps to Risk Assessment' The Health & Safety Executive (HSE) advocate the application of a hierarchy of measures which aim to eliminate or minimise risk:

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective clothes or equipment

6.3 Risk assessments can be used to identify potential hazards to people (e.g. trip hazards) and property (e.g. a fire). They are used also to identify strategic hazards (e.g. damage to the School's reputation), financial hazards (e.g. a decline in student numbers), compliance hazards (e.g. failing to follow safeguarding requirements) and environmental hazards (e.g. legionella).

Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong.

6.4 The risk assessment process will consist of the following 5 steps:

1) Identify the hazard (potential to cause harm)

2) Decide who might be harmed and how

3) Evaluate the risk and decide on precautions (likelihood/severity of harm, necessary control measures)

4) Record your findings and implement them

5) Review your assessment and update if necessary

6.5 A risk assessment checklist is completed at the start of each academic year by CAMS to assist them at local level. Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

6.6 All staff will receive basic guidance on risk assessment as part of their induction. Risk assessment training will be provided on specific areas where identified by the Commercial Director / Facilities Manager / Head of Department / CAM. It is also the personal responsibility of all staff to ask for assistance or training should they feel they require it.

6.7 Risk assessment training is provided for specific roles and will be provided on specific areas as appropriate.

6.8 The school follows best practice advice and complies with the regulatory requirements regarding risk assessments for science and technology activities. All risk assessments undertaken are regularly reviewed and updated if required.

6.9 Risk assessments are carried out by individual members of staff with specific responsibility for a particular event or activity, equipment or facility where there is potential for someone (staff, student or visitor) to be harmed. Harm may arise for a number of reasons including poor condition of equipment or facilities, introduction of new equipment, failure to comply with operating procedures, lack of training or changes to people, buildings or equipment.

6.10 The SLT will be responsible for the maintenance of risk assessment records and for directing training where it is needed as appropriate.

6.11 A number of template risk assessment forms are included at Appendix 1 to this policy. These templates are also located on the public drive:/risk assessment templates.

7 Operational Risk – Specific Arrangements

7.1 There are numerous activities carried out at the School, each of which requires its own separate risk assessment. Such areas in which risk assessments are of particular importance are:

- Early Years Group Stage (EYFS) activities
- Educational Visits and Trips
- The day-to-day supervision of students
- Fire safety
- Health and Safety
- Swimming Pool safety
- Buildings and footpaths

7.2 Other examples of the kinds of potential risk or hazard that have been identified and addressed by a risk assessment at the School are:

- sports training and matches
- sports and PE facilities, such as the Swimming Pool
- school facilities, such as classrooms and science laboratories
- school trips
- public coming onto the School estate to use the Sports Hall facilities or trespassing from the rights of way
- traffic using the School Car Parks
- slip and trip hazards

7.3 Other specific areas of risk include:

- **Maintenance and Grounds**: Risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- **Office-based Administrative Staff**: Risk assessments are required in respect of Display Screen Equipment (DSE), lighting, noise, heat and cables for staff (primarily office-based) who spend the majority of their working day in front of a screen.

- **Classrooms**: Classroom risk assessments will be carried out annually. The responsibility for the assessments and their communication with teaching / support colleagues' rests with the CAMS/Heads of Department. Support Heads of Department are also responsible for carrying out an annual risk assessment for their department.

- **Medical Facilities:** The Medical Centre, located in SAN, represents particular risks associated with hygiene and infection control, storage of medicines and general safeguarding considerations when treating students, especially EYFS students. Matron is responsible for

ensuring appropriate risk assessments are maintained and controls are in place to safeguard students and staff, and control medicines.

• **Special Events:** A risk assessment is undertaken when a special event takes place at the School. These risk assessments can be very detailed for major events.

• **The Letting of School Premises to Outside (Non-School) Organisations:** When school facilities/premises are hired out to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities), the School must ensure that these organisations have appropriate arrangements in place to keep children safe. A risk assessment is done as a pre-condition to the let, and the School seeks proof that they have appropriate health and safety, and safeguarding policies and procedures in place, and insurance at an appropriate level. These requirements are included in every lease or hire agreement as a condition of use and occupation of the premises, and failure to comply with this will lead to a termination of the contract

8 Assessing Risks to Student Welfare

8.1 The School recognises its specific responsibility to safeguard and promote the welfare of students in its care, including with regards assessing risk. Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed, appropriate action will be taken to reduce the risks identified, which will be recorded and then regularly monitored and reviewed.

8.2 The format of risk assessment for student welfare may vary and may be included as part of the School's overall response to a welfare issue or by using a risk assessment form. Regardless of the format used, the School's approach will be systematic with a view to promoting student welfare.

8.3 The information obtained through this process and the action agreed will then be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular student or of students generally.

8.4 With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping children safe in education - GOV.UK (www.gov.uk) and Working Together to Safeguard Children and Part 3 of the ISSRs, the School has systems in place to identify students who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the Police, health services and other services, where necessary.

8.5 Full details of School's safeguarding procedures are in the Safeguarding Policy and Child Protection Procedures, the Low-level Concerns Policy, and the E-Safety Policy.

8.6 For full details regarding safer recruitment and the necessary checks which mitigate risks in the recruitment of staff, please see the Recruitment, Selection and Disclosure Policy. In keeping with the requirements of Keeping Children Safe in Education, the School extends this safer recruitment regime to Governors, volunteers, contractors, agency and supply workers and the members of the families of staff aged over 16 years who are accommodated onsite.

8.7 Where there has been a report of sexual violence, the DSL will undertake an immediate risk assessment. If there has been a report of sexual harassment, the need for a risk assessment

will be considered on a case-by-case basis by the DSL. Where a student is convicted or receives a caution for a sexual offence, the DSL will update the risk assessment to ensure relevant protections are in place for all students at the school.

8.8 As required by section 26 of the Counter-Terrorism and Security Act 2015, the school will conduct risk assessments to determine the likelihood of local terrorist threats/actions, and the appropriateness of any filters and monitoring systems needed to control the risk of students being drawn into.

9. Strategic Risk

9.1 Rishworth School Foundation is a Company (Company No 05855479 and a Charity (Charity No 1115562. Each year the Board of Governors examine the major risks faced by the School, to ensure systems are in place to monitor and control these risks and to mitigate any impact that they may have on the Charity and its School in the future. A central risk register is maintained for the purposes of reviewing and monitoring risks across the School and the register is reviewed on an annual basis by the Audit and Risk Sub-Committee.

9.2 The Audit and Risk Sub-Committee assesses the principal risks as being potential loss of reputation, declining school rolls and failure in safeguarding of students. It is recognised that systems can provide reasonable but not absolute assurance that major risks have been managed adequately.

9.3 Key controls applied in the Company and in turn the Charity include:

- An established organisational structure with clear lines for reporting
- Terms of reference and regular training for governing bodies and sub-committees
- Comprehensive strategic planning, budgeting and management reporting
- Formal written policies which are reviewed each year
- Monitoring of financial, investment and professional performance
- Vetting procedures as required by law for the protection of the vulnerable

10. Financial Risk

10.1 The School's Fraud Risk Assessment will be reviewed annually by Governors as part of the annual audit process. Our auditors test selected areas at risk of fraud have been assessed, existing controls identified, reviewed and improvements are suggested where appropriate. The Risk Register is reviewed annually by the Audit & Risk Sub-Committee.

11 Rishworth School's Approach to the Management of Risk

11.1 The annual Report of the Governors includes a review of the significant risks facing the School and the Charity and the controls employed to mitigate these risks which are recorded in the Risk Register. The Governors determine the assessment of main risk areas that the school may face, such as compliance with the School's charitable objectives, loss of fee income, financial controls and safe recruitment of staff, and introduced policies and procedures to monitor the controls established to mitigate those risks. The Governors undertake regular reviews of policy, procedures and controls. The Risk Register is reviewed annually.

11.2 The Risk Assessment model used by the School is principally that recommended by the Institution of Occupational Safety and Health. All risk assessments undertaken are regularly reviewed and updated if required. The School follows best practice advice and complies with the regulatory requirements regarding risk assessments for science and technology activities

11.3 The School has a First Aid Policy and the Medical Centre has written procedures for all aspects of its operation, including care for illness, accidents and injuries, the GP and immunisation service, travel vaccinations, administration of medicines, planning for special dietary needs and allergies. Accident forms are held at the Medical Centre. When an accident occurs Matron or a First Aider is responsible for ensuring that the accident report is completed and if appropriate passed to the Commercial Director for information and assessment and who will make any necessary reports under RIDDOR. All accidents reported to the Commercial Director and notifiable near misses will be reviewed by the Audit & Risk Sub-Committee which meets each term, with a view to assessing whether any measures need to be taken to prevent recurrence. Statistics re accidents and injuries are considered at every Audit & Risk Sub-Committee meeting, and scrutinized. Occurrence of student illness is discussed with the SLT on a half-termly basis (at the least). Findings from both will be fed back to the Governors by the Audit & Risk Sub-Committee.

11.4 The School's Security Policy provides a strategy for the effective delivery of a safe and secure environment which is a shared responsibility of all staff and to ensure that the School has regard to consideration of newly arising threats which are addressed through risk management. Students are expected to be actively involved to protect themselves and others from risk, safeguard property and support the School's security strategy to ensure that the School has regard to consideration of newly arising threats which are addressed through risk management. Risk assessments cover identified major risks, including fire and security risks.

11.5 Students are normally involved only in low-risk activities while at the school, or when on school trips. The Education Trips and Visits risk assessment will identify whether specialist instructors are required for specific medium-risk activities for older students (e.g. sailing, skiing and rock climbing). Students are always given a safety briefing before participating in these activities, are required to wear the appropriate protective equipment and to follow instructions. Any high-risk activities, such as shooting, will be allowed only under the control of specialist instructors.

Appendix 1: Risk Assessment Template(s)

Rishworth School
Work Area Health and Safety Inspection

Department:

Specific Room/s:

Department Staff:

Date of Assessment:

	Safety Controls	**Yes** – agree with statement **No** – disagree with statement	Comments and Information
1	I and other staff who use this room are confident that we know, and are able to follow, the School's emergency and fire action procedures.		
2	The entrances / exits are kept clear at all times and the route to the fire assembly point is free from obstructions.		
3	My work area has a clear wall mounted fire action notice.		
4	I have received training in the selection and use of fire extinguishers.		
5	Flammable products **are not** in use in this department.		
6	Where appropriate, all staff are aware of how and when to operate gas shut off valves. (science and home economics)		
7	**All** accidents and **near misses** are reported and recorded.		
8	I report health and safety concerns using any of the following methods as appropriate. Topdesk, Phone call or direct to Maintenance Manager.		
9	My work area has a clear wall mounted list of trained first aid staff.		
10	I know how and where to access first aid kits and how to contact first aid trained staff.		

Remember - risk assessments must be reviewed;

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason (for example for generic risk assessments)

Appendix 1: Risk Assessment Template(s) (continued)

11	The floor is free from trip hazards and slip hazards. Consider any permanent obstructions e.g. poor furniture layout and in particular temporary hazards such as bags, trailing cables over common walk areas, spillages on vinyl floors and classroom equipment.		
12	The condition of the floor covering is such that it will not contribute to the cause of a trip or slip.		
13	I adhere to the requirement that students and staff do not climb on desks and chairs.		
14	I **am not** expected to manually lift or transport loads as part of your work duties.		
15	Students under my supervision **are not** expected to lift or transport loads.		
16	Shelving is fit for purpose, secure and not over loaded. Heaviest items and breakables are stored on lower level surfaces or shelving.		
17	All furniture (chairs, tables, bookcases etc.) are free from cracks, splits, sharp edges, hooks and structural weakness and is secure.		
18	Portable electrical equipment used in the department has a current PAT sticker.		
19	Regular visual inspection is carried out on portable electrical equipment to ensure there are no obvious cracks in the casing, no damage to plugs or power leads and that the equipment is in a safe condition.		
20	All tools and equipment used in the workspace is suitably stored and maintained.		
21	The lighting level in the workspace is suitable for the activities carried out.		
22	The workspace is heated appropriate to the activities.		
23	The workspace has opening windows or mechanical ventilation.		
24	All extraordinary activities that take place in the area are separately risk assessed.		
25	**C**hemical products **are not** stored or used in this department.		

Remember - risk assessments must be reviewed;

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason (for example for generic risk assessments)

Appendix 1: Risk Assessment Template(s) (continued)

RISHWORTH SCHOOL
Event Risk Assessment Form

Description: **Date:** **Staff:**

Potential Hazard	Risks (Who might be affected by the hazards identified?)	Risk Rating			What safety measures need to be in place to reduce Risks to an acceptable level? What steps will be taken in an emergency?
		H	M	L	

Risk Assessment prepared by;

Name: …….

Date: …….

Risk Assessment reviewed by;

Name: ……

Date: ……

Remember - risk assessments must be reviewed;

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason (for example for generic risk assessments)

Appendix 1: Risk Assessment Template(s) (continued)

RISHWORTH SCHOOL RISK ASSESSMENT

ASSESSMENT BY:
DATE:
REVIEW BASED ON WHAT: **Near miss** **Accident** **Inspection** **New Procedure** **Annual Review**

LOCATION / TASK:

DETAILS OF POTENTIAL HAZARD:

PERSONS AT RISK:

Employee	Young person	Contractor	Public	Visitor

EXISTING CONTROLS:

RISK RATING: (Taking account of controls)
Severity of Outcome:

Fatality	Severe	Major injury	Minor injury	Damage
4	3	2	1	0

Likelihood:

Probable	Likely	Possible	Unlikely	Remote
4	3	2	1	0

+	=	

RISK ACCEPTABLE: **YES (0 to 4)** **NO (5 to 8)**

ACTION PLAN

Where risk is rated as **not** acceptable a plan is required to remove the risk or reduce the risk to an acceptable level. This should include actions that might be needed if permanent controls cannot be implemented immediately.

ACTION	WHEN	WHO	DONE

Appendix 1: Risk Assessment Template(s) (continued)

Rishworth School Event Risk Assessment

The risks posed by staging an event need to be assessed prior to the event taking place. The start of the event is at the setting up stage and not from the time when the customers enter the building. YES answers to ALL questions, evidence of arrangements made for safety and a signature from Rishworth School Safety Adviser must be in evidence before the event is allowed to proceed.

Event Location: _____ Organising Body:_____

Event Manager Name: _____ Event Date: _____

Description of event including sketch of layout showing seating and equipment positions:

	YES	NO	Information	Detail the arrangements you will make to ensure safe conditions for each item.
Fire				
Is there a system of marshalling in place for the event of an evacuation?			Any evacuation must be planned for and coordinated by nominated persons reporting to a named warden. Make sure that you can evacuate all persons in a controlled manner	
Is smoking prevented in the venue?			Smoking is not permitted in any area of the school grounds or buildings. If your event involves persons outside the school what controls do you have in place to prevent smoking on site?	

Are drapes etc of suitable fire retardant material?			All materials that are fitted as standard are approved as fire safe. If additional backdrops, wall/ceiling hangings etc are to be used, they must be fire resistant. What do you have in use and how do you know it is fire resistant?	
Is the fire limit adhered to and enforced?			Numbers of persons allowed in the venue at any one time: Assembly Hall: Performing Arts Centre: Prep School Hall: Other seek advice:	
Are fire extinguishers available?			Fire extinguishers of a type appropriate to the environment and particular activities taking place. In good working order.	
Are fire extinguishers in a convenient location?			Easy to access in an emergency and in a location known to potential users.	
Do nominated staff know the correct selection and use of extinguishers?			Nominated members of staff must be trained in the safe use of fire-fighting equipment.	
Is there a **known** procedure for contacting the emergency services?			How do you intend to contact the emergency services in the event of a real emergency?	
Are all exits from the event venue to outside unlocked?			All doors must remain unlocked and available for use.	
Are all exits from the event venue clear of obstructions?			All exit routes must be clear of obstructions including curtains, furniture and equipment. Persons must have unobstructed access to the exit doors.	
General Conditions	YES	NO	Information	Detail the arrangements you will make to ensure safe conditions for each item.
Are areas that are accessible to customers strictly controlled?			If there are any 'no go' areas for security or safety reasons, what method of	

			restricting access is in place?	
Does the event layout leave easy access to safety for all?			Spaces between seats, tables, aisles, structures.	
Are cables crossing any floor? surface properly secured to prevent tripping hazards.			Cables etc must be flat to the floor surface and secured over their entire length with tape.	
Have slip/trip and fall hazards been eliminated from common walkways?			Check condition of floor coverings. Trailing cables. Changes of level. Furniture set up.	
Is there a procedure for monitoring the surface condition of a dance area?			If the event is to include a dance floor. Monitoring by whom? What is the action procedure?	
Are drinks glasses or other breakables kept away from the dance area?			How is this done?	
Is there a system for the prompt removal of spills of food or drink and broken glass?			If the event includes serving of food and drink. Who will attend to spills? Adequacy of tools and personal protective equipment used.	
Access to Heights				
Are students prevented from using access equipment i.e. stepladders and ladders?			No students are allowed to use access equipment even under supervision.	
Are nominated staff trained in the safe use of stepladders and ladders?			Staff using access equipment must be able to demonstrate competence?	
Is suitable and safe access equipment available?			All access equipment must be supplied by Rishworth School, free from defects and bear a test log number?	
Equipment Safety	YES	NO	Information	Detail the arrangements you will make to ensure safe conditions for each item.
Has all electrical equipment been			Any portable appliances that are brought on to the school site must be tested	

inspected and tested for safety?			for electrical safety. This includes a visual inspection of plugs, leads etc. All appliances must bear a current safety test sticker.	
Has any manual handling involved in setting up the event been assessed and arrangements made for heavier loads?			Take in to account travel distances and terrain, whether the load allows a comfortable grip and that it is well within the capability of the handler. What safe system is in place for heavy loads?	
Where strobe lighting is to be used, are the warnings suitable?			Customers must be warned by way of prominent signs at the entrance and within the venue. Where appropriate, announcements should be made.	
Do staff and performers have the option of protection from noise the effects of excessive noise?			Staff must be warned of the harmful effects of noise. Earplugs must be made available where noise exceeds first action level.	
Are any pyrotechnics involved?			Any testing or use in a performance of pyrotechnics must be separately assessed and signed off by the Commercial Director.	
Is the behaviour of customers monitored where the event is a social event attended by members of the public?			Adequate, competent security staff. Observation of drunken, aggressive, or otherwise anti-social behaviour. Monitoring of individuals alcohol consumption.	
First Aid				
Are there suitably trained first aid staff in attendance?			Name of trained first aid person who will be on duty at the event.	
Is there suitable first aid equipment on site?			State that the First Aid kit is intact. State the location of the First Aid kit.	
Is there a suitable method of recording			Accident recording sheets. Method of alerting the school to any accidents.	

and reporting accidents?				
Responsible Persons				
Is there a named person who has overall responsibility for the event?			Name and contact details must be supplied.	
Has parking been taken into consideration including marshalling of this?			State the precautions taken to protect pedestrians.	
Has the event risk assessment been approved and signed off by Rishworth School safety adviser.			Name and signature will be supplied after inspection of the event safety arrangements.	

Event Activities Risk Assessment (This section is for the identification of significant risk from activities specific to your event. The scenario below is an example)

Activity	Hazards	Controls	Hazard rating LOW MEDIUM HIGH
Coconut Shy – throwing balls at coconuts on stands with the aim of dislodging them from the stand. EXAMPLE	Persons struck by objects being thrown Person struck by throwing arm of thrower EXAMPLE	1. Activity is not on a thoroughfare or amongst other activities 2. Tennis balls used 3. Back drop to prevent rebound 4. Area clearly identified 5. Coconut stands properly supported 6. Maximum of 2 throwers at a time. EXAMPLE	LOW EXAMPLE

Appendix 2: Health and Safety Executive guidance – Five steps to Risk Assessment (INDG 163 rev 2)

Undertaking a risk assessment

An assessment of risk is nothing more than a careful examination of what, in your work, could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure no one gets hurt or becomes ill through the activities at work.

Decide whether a hazard is significant, and whether you have it covered by satisfactory precautions or controls so that the risk is small. You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so in an office environment is remote, provided that electrical equipment is suitable for the task, bought from a reputable supplier and is maintained.

Step 1 – Look for the hazard

Walk around your area of responsibility and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate only on significant hazards that could result in serious harm or affect several people. Manufacturers' instructions or data sheets can help spot hazards and put risks in their true perspective. So can accidents and ill health records. Look only for hazards that could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:

- Slipping/tripping hazards (e.g. poorly maintained floors or stairs).
- Fire (e.g. from flammable materials).
- Chemicals (laboratories etc) and how they are used and in what quantities.
- Moving parts of machinery (Faculty workshops).
- Work at height (scaffolding around experiments etc.).
- Ejection of material (workshops, experiments etc.).
- Vehicles (e.g. minibuses).
- Electricity (e.g. poor wiring, portable appliances, electrical experiments).
- Dust (e.g. metal grinding, cement etc.).
- Fume (e.g. welding, chemicals etc.).
- Manual handling.
- Noise (noisy machinery or process).
- Poor lighting, low temperature etc.
- Biological hazards (lab work, gardening, contact with body fluids etc.).

Step 2 – Decide who might be harmed, and how

In addition to staff, think about people who may not be in the workplace all the time e.g. cleaners, visitors, contractors, maintenance personnel, etc. Include students, members of the public, or people that share your workplace, if there is a chance they could be hurt by your activities. There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g. teaching staff, students, parents, cleaners, contractors

Pay particular attention to the following as they may be more vulnerable; staff and students with disabilities, all students, inexperienced staff, visitors (including supply staff), lone workers, pregnant workers, young people undertaking work experience placements.

Staff have a responsibility to report to their line manager any personal circumstances that would change the risk assessment for example any temporary or permanent disability or health condition that would mean that they are at greater risk.

Step 3 – Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done

Even after all precautions have been taken, usually some risk remains. Decide for each significant hazard whether this residual risk is high, medium or low. First, ask whether you have done all the things that the law says you have got to do. For example, there are legal requirements relating to fire safety, statutory inspection of plant and equipment, water systems to prevent legionella risks etc. Then, consider;

- Can the hazard be removed altogether?
- If not, can the risks be controlled to ensure that harm is unlikely?
- Only use personal protective equipment when there is nothing else that can be reasonably done.
- Are existing precautions adequate against the risks from the hazards listed? For example; adequate information, instruction or training? adequate systems or procedures?

Do the precautions:

- Meet the standards set by a legal requirement?
- Comply with the recognised industry standard?
- Represent good practice?
- Change existing precautions in place?
- Reduce risks as far as is reasonably practicable (a balance between the risk and the cost of preventative measures in time, money and effort i.e. it would not be reasonably practicable to invest substantial amounts of money and time where the risk and injury level are very low but it would be reasonably practicable to introduce all measures possible where the risk is high and the possible results are death or major injury).

Step 4 – Record your findings

This means (1) writing down the more significant hazards and (2) recording most important conclusions – for example, “Portable electrical equipment inspected and tested and found sound” or “Fume from welding: local exhaust ventilation provided and regularly checked”. Staff must be informed about the risk assessment findings. It is good practice to get staff to sign that they have read and understood the findings of relevant risk assessments.

There is no need to show how the assessment was carried out provided that:

- A proper check was made;
- The assessment details who might be affected;
- All the obvious significant hazards are considered, taking into account the number of people who could be involved.
- The precautions are reasonable and the remaining risk is low.

Assessments need to be suitable and sufficient, not perfect. The real points are:

- Are the precautions reasonable?
- Is there something to show that a proper check was made?

Step 5 – Review your assessment and revise it if necessary

If there is any significant change a new risk assessment should be produced to take account of the new hazard. Generic risk assessments should be reviewed not less frequently than annually. If a new procedure, product is introduced that has significant new hazards of its own, they should be considered in their own right and risks kept as low as reasonably practicable. Staff are responsible for

advising their line manager of any changes in activity which may affect the findings of the risk assessment.

Reviewed assessments must be initialled and dated and any alterations brought to the attention of all relevant members of staff and others who may be affected.