



POLICY STATEMENT

The Governors and Headmaster of Micklefield School are fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but also best practice. The School is committed to assessing the risks to our employees, pupils, visitors and wider community who could be affected by our activities. This policy applies to the whole school – including the EYFS and is drawn up with regard to the following:

- Handbook for the Inspection of Schools – The Regulatory Requirements September 2017
- Charities and Risk Management Regulations
- HSE
- Health and Safety at Work Act (and other regulations derived from this act)

AIMS OF THE POLICY

The aim of this policy is to:

- Protect both the School and individuals (including pupils and employees) from unnecessary risks by ensuring risks are properly identified and managed
- Ensure consistency of approach and management across the wide range of activities that the School is involved in

OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following:

- Health and Safety Policy
- Off Site Visits Policy
- First Aid Policy
- Administration of Medicines Policy
- Nappies & Intimate Care Policy
- EYFS Policy
- Uncollected Pupil Policy
- Fire Policy
- Risk Register

For staff there is additional guidance in the Staff Handbook.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) 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 likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella). Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong.

Risk assessments need reviewing and updating regularly. Risk assessments are done annually within our EYFS and in accordance with legal and regulatory requirements across all other areas of compliance.

WHY HAVE RISK ASSESSMENTS?

By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers. ISI and Ofsted Inspectors (where applicable) will expect to see examples.

WHICH AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out at Micklefield, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS

SPECIALIST RISK ASSESSMENTS

The Bursar arranges for specialists to carry out the following risk assessments:

- Fire Safety
- Asbestos
- Legionella
- Gas Safety
- Electrical Safety

CONDUCTING A RISK ASSESSMENT - RESPONSIBILITIES

Overall responsibility for risk management within the school is with the Governing Body. The Governing Body have delegated the overseeing of risk and H&S to the Estates Committee for strategic decisions and to the Headmaster and Bursar of the School for operational management of Health, Safety and Risk. Within the school the Headmaster devolves health, safety and risk management to the Bursar and Premises Manager.

Risk assessments are practical tools designed to assist teachers and support staff who are in charge of an outing, activity or event inside or outside of the school. There are several possible techniques or models that can be used and all staff responsible for carrying out risk assessments will be trained in how to use and complete risk assessments that are used in the different areas. .

Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, Bursar, Premises Manager and members of the SMT in order to enable the Governors to comply with their legal health and safety responsibilities.

All members of staff are responsible for reporting any risks or defects to the Bursar and Site Manager.

When conducting a risk assessment in any area consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk. Even after all precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks LOW. Micklefield will cease any activity or event where the risk is deemed to be HIGH.

In order to determine the low/medium/high risk status consideration has to be given to the likelihood of a situation occurring (from 1 – rare to 4 - likely) and the severity of the consequence of the situation occurring (from 1 – minor to 4 – catastrophic). The likelihood and impact scores are then plotted into the table below to produce a "risk rating":

Risk Rating Matrix:

Consequence Likelihood	1. Minor	2. Moderate	3. Major	4. Catastrophic
4. Likely	4	8	12	16
3. Possible	3	6	9	12
2. Unlikely	2	4	6	8
1. Rare	1	2	3	4

Risk Rating Actions:

Grade	Risk mitigation actions
LOW: 1 - 4	LOW: These risks should be recorded, monitored and controlled by the responsible manager.
MEDIUM: 5 - 9	MEDIUM: These risks should be recorded, monitored and controlled with mitigation actions to reduce the likelihood and seriousness identified and appropriate actions to be identified and endorsed at SMT level.
HIGH: 10 and above	HIGH: This level of risk could pose a significant impact on an individual/group of individuals or overall school community. No risks assessed as "high" will be taken by the school. The Headmaster and H&S Committee should be advised of identified risks which have been graded at this level.

All means of restricting or avoiding risk should be considered. Where an event/activity is identified as HIGH risk it will not be allowed to continue.

REVIEW OF RISK ASSESSMENTS

All risk assessments should be regularly reviewed; but the EYFS Statutory Framework requires schools which provide for this group to review and update their some of their risk assessments annually. Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident/incident. The School's Health and Safety System describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The Estates Committee will review all H&S policies (including the strategic risk register) on an annual basis.

ACCIDENT REPORTING

The Site Manager is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Further details are provided in the Health and Safety Policy. All notifiable accidents and near misses are reviewed by the school's Estates Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

This policy will be reviewed annually.

Mrs J Hamilton
Chair of Governors

Mr R M Ardé
Headmaster

Mr P Flowerday
Bursar

Reviewed Date: September 2020

Review date: September 2021