



## Risk Assessment

This policy applies to all members of our school community, including those in our EYFS setting.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

The School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on the staff shared drive or by request from the main school office and should be read in conjunction with the following documents:

- Health and Safety Policy
- Business Continuity Plan
- Educational Visits (Residential) Policy
- Educational Visits and Activities Off Site (Non-Residential) Policy
- Local Management Arrangements (HSMG-2 & 2.1)
- Recruitment and Selection
- H&S Training requirements

This document is reviewed annually by the Director of Commercial Operations, or as events or legislation change requires.

Risk Assessment	
Reviewed By:	Mr S Brett, Director of Commercial Operations
Date of last review:	September 2024
Approved by:	Mr Paul Grimwood, Chair LGB
Date of approval:	September 2024
Reason for review:	Rebrand / Annual review
Next scheduled review:	September 2025

## Policy Statement

To provide a safe environment for all members of the school community and in line with Management of Health & Safety at Work Regulations the School is committed to the appropriate Risk Assessment of its work and activities. All reasonably foreseeable risks are assessed as are other risks identified by specific Health and Safety regulations, in particular the risk of fire.

The School is also committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger such as fire, lock down procedures, gas leaks etc. (See the Business Continuity Plan procedures.)

All Risk Assessments are carried out with the intention of ensuring the reasonable safety of those involved and where appropriate, emergency procedures are regularly practised.

Heads of Departments, line managers and supervisors are responsible for completing relevant Risk Assessments, these Local management Arrangements will be held with the Heads of Department.

Local management Arrangements are reviewed annually and monitored by the Heads of Departments and discussed with the Business Manager where necessary to identify whether review or change in practice is needed and appropriate action is taken to reduce the risks identified.

Risk Assessments are also carried out for the following:

- Fire
- Electricity
- Working at Heights
- Driving for Work
- Asbestos
- Legionella
- Contractors
- Lone working
- Storage of/use of/exposure to hazardous substances
- Events
- First Aid / Pupils with Medical Needs
- Educational Visits and Activities Off Site Non-Residential & Residential
- Visitors
- Recruitment & Selection
- Safeguarding
- New or expectant mothers
- Young employees, under the age of 18.

Risk Assessment is also taken into consideration when hiring or purchasing equipment.

Appropriate advice and / or training in Risk Assessment is available via **Samantha Kendall**, Group Health and Safety Manager. H&S courses are also available via the school subscription to iHASCO through this link [MyLMS](#)

Further details of the nature of such Risk Assessments can be found in the Group Health and Safety Policy. Any queries about Risk Assessment at the school should, in the first instance, be addressed to Mr S Brett, Director of Commercial Operations / or Ewan Kennedy, Facilities Manager.

## Tranby - Risk Assessment (Example)

**Activity (location, people involved etc).** *Temporary use of fan heaters in office due to issues with HVAC system*

**Documents, records, people consulted during exercise:**

*Operating manual for 200w fan heaters.*

**Assessors:** *John Brown and Sue Yellow*

**Date undertaken:** *1/1/19*

**Serial Number:** *1*

Hazards	Who's affected	Existing Controls	Risk rating (SxL=R)	Further controls required	New Risk rating	When/who is responsible for new controls
<i>Fire resulting in damage to property, building, or loss of life</i>	<i>School staff, students, public</i>	<ul style="list-style-type: none"> <li>• <i>Heaters only to be used during period of HVAC breakdown.</i></li> <li>• <i>To be removed from general use and stored securely by John Brown once HVAC system is repaired.</i></li> <li>• <i>All units to be installed by John Brown in locations that do not pose a significant fire risk i.e. away from combustibles.</i></li> <li>• <i>John Brown to ensure that all fan-heaters are switched off at the end of the working day.</i></li> </ul>	4x2=8  <i>MEDIUM</i>	<i>No.</i>	<i>N/A</i>	<i>N/A</i>
<i>Electric shock</i>	<i>Staff, Students</i>	<ul style="list-style-type: none"> <li>• <i>New equipment so no need for PAT at this stage.</i></li> <li>• <i>Domestic units with simple control system. Not generally to be operated by staff but no significant issues if they do.</i></li> </ul>	3x6=6  <i>MEDIUM</i>	<i>No.</i>	<i>N/A</i>	<i>N/A</i>

**Proposed Review – state date or review conditions:**

*Should fan heater use be deemed necessary in future.*

**Date of review 1 and findings**

Severity (S)			Likelihood (L)		
Hazardous Event Severity	Description*	Score	Hazardous Event Likelihood	Description*	Score
High	Death/Specified Injury; Acute fatal disease; Substantial disability	4	Likely	Will probably happen or reoccur	4
Moderate	Other RIDDOR incident; occupational disease; Dermatitis; Asthma	3	Possible	May happen or reoccur occasionally	3
Slight	First Aid required; Minor fractures; WRULDs	2	Unlikely	Not expected to happen or reoccur, but possible it may do so	2
Negligible	Very minor injury; Temporary ill-health	1	Rare	This will probably never happen or reoccur	1

Likelihood of harm	Severity of Harm			
	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

Action Levels	Descriptor	Action Required
1-3	Low Risk	No further action. Maintain existing controls. Monitor performance.
4-8	Medium Risk	Consider if risk could be practicably reduced further. Maintain existing controls. Monitor.
12-16	High Risk	Further controls must be implemented before activity can begin/resume.

\* Risk assessment is a subjective process and the descriptors provided above are illustrative and not exhaustive. The assessor must use their judgement and knowledge of the hazards under assessment when determining the relevant values from this table.

Version Number	Date of Issue	Author	Approved By	Date Approved
1	7/12/15	Stuart Males	Not approved	