



LEICESTER GRAMMAR SCHOOL TRUST

RISK ASSESSMENT POLICY

SCOPE

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

OBJECTIVES

To ensure that suitable and sufficient risk assessments are undertaken for:

- Activities, tasks, equipment where there is likely to be significant risk.
- People for whom there is a significant risk as regards their personal safety, and ability to function on school premises, school visits or residential trips.

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

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

That risk assessments are recorded and reviewed when appropriate.

GUIDANCE

The Headmaster and Chief Executive will be responsible for the implementation of this policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. fire there is a separate policy guidance in place.

Separate policy guidance covers school trips.

All staff will receive guidance on risk assessment. Risk assessment training will be provided on specific areas where a need is identified.

Risk assessments will take into account:

- hazard - something with the potential to cause harm;
- risk - an evaluation of the likelihood of the hazard causing harm;
- risk rating - assessment of the severity of the outcome of an event;
- control measures - physical measures and procedures put in place to mitigate the risk;
- the amount of information that should be shared with others e.g. health information.

The risk assessment process will consist of the following steps:

- what could go wrong and where;
- who might be harmed;
- how likely is it to go wrong;
- how serious would it be if it did;
- what are you going to do to stop it;
- how are you going to check that your plans are working;
- how is this information going to be shared?

Risk assessment records will be maintained by the member of staff with responsibility for the relevant functional area. For example, the Facilities Services Manager will be responsible for maintaining risk assessments relating to facilities staff and premises across the Trust's sites. At Leicester Grammar School and Leicester Grammar Junior School the H&S Trips Co-ordinator will be responsible for maintaining risk assessments relating to school trips. At Stoneygate School the Headmaster will be responsible for maintaining risk assessments relating to school trips.

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 or updates in good practice;
- when there are legislative changes;
- annually if for no other reason.

Contractors such as Cleaners will be responsible for carrying out their own risk assessments. The Facilities Services Manager will ensure that these are appropriate and will liaise with contractors on any areas where a joint assessment is required.

A template risk assessment form is included in Appendix 1.

Separate guidance including a separate risk assessment template is provided for school trips and staff who are involved in organising school trips should refer to that document.

LEGAL REQUIREMENTS & EDUCATION STANDARDS

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Health & Safety Executive, Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)

C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook](#),

D: [Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](#)

E: [Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](#)

F: [Early Years Foundation Stage: Statutory Framework](#)

G: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)

H: SEND – Code of Practice [Special educational needs and disability code of practice: 0 to 25 years \(July 2014\)](#)

Standard risk assessment:

To be completed for any unusual lesson (including experiments), large event, or potentially hazardous activity (eg facilities staff using potentially hazardous equipment).

A risk assessment is also required for all school trips. Staff organising a school trip should refer to the separate Trips Policy for further guidance.

The risk assessment should be completed and copied to the relevant staff. Staff participating in any event should be made aware of the results of the assessment and the control measures decided upon. It is then the responsibility of each member of staff to implement the controls whenever they are on duty.

Departmental risk assessments will be collated by the relevant Heads of Department. Risk assessments carried out by non-teaching staff will be collated by the Facilities Services Manager. Risk assessment completed for individuals, including students, should be collated by the Head of Learning Support and/or the School Nurse.

Appendix 1:

RISK ASSESSMENT TEMPLATE

School name: _____

Name of event or activity: _____

Date: _____

Person(s) completing assessment: _____

Review date: _____

What could go wrong?	Who might be harmed?	How likely is it to go wrong?	How serious would it be?	How can you stop it?	How are you monitoring it?