



Risk Assessment Policy

Policy statement

A risk assessment is an important tool in protecting employees, parents, children and visitors by analysing hazards and identifying risk reduction measures. The law requires that everything “reasonably practicable” is done to protect people from harm.

Loyola believes that the health and safety of children is of paramount importance. We make our school a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The school uses a company called ELAS who come into school regularly and carry out risk assessments alongside the school bursar.

The Deputy Headteacher, Mrs Brown, is responsible for the risk assessments for educational visits.

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people 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).

Procedures

- Our risk assessment process covers adults and children and includes:
 - checking for and noting hazards and risks indoors and outside, and in our premises and for activities;

- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

In addition to daily site inspections by the premises staff, teachers and responsible staff, the following checklists are in place and duly logged:

- daily classroom checks, including trips and slip hazards
- monthly kitchen checks
- termly whole school checks

To safeguard risk from electrical malfunction, electrical PAT testing takes place annually by a suitably qualified contractor and duly logged.

Specialist Advice

- It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. If further support is required managers should contact the Health and Safety Consultant ELAS through the Head Teacher or the premises manager.
- A detailed policy statement prepared in conjunction with the schools health and safety consultant covering the following areas is held in the school office and is available for consultation: Legal duties, COSHH, Biological agents, Manual handling, protective equipment, work equipment, display screen equipment, control of contractors, asbestos, lone working, security, RIDDOR, fire safety, stress and violence, pregnancy, young persons, waste management, CDM, working at height and transport.

Legislative Framework

- © The Health and Safety at Work Act
- © Management of Health and Safety at Work Regulations

May 2016

