



# **BIRCHINGTON CEP SCHOOL**

## **Risk Assessment Policy**

### ***LEARNING AND GROWING; SAFE IN GOD'S LOVE***

Our policy seeks to provide and maintain safe and healthy working conditions through reasonable evaluation of risk within an educational establishment. This policy will be kept up to date with a review being carried out annually. This policy links to the Health and Safety Policy Statement, School Excursions Policy and Safeguarding and Child Protection Policy.

#### **Introduction**

A risk assessment is an important tool in protecting employees, parents and pupils by analysing hazards and identifying risk reduction measures. The Law requires that everything 'reasonably practicable' is done to protect people from harm. It helps to focus on the risks that really matter in the workplace - the ones with potential to cause real harm by instigating straight forward measures that can be effective in controlling risks. Aspects of risk assessment include this Risk Assessment Policy, risk assessment proformas, risk assessments for individual activities and the Site Manager's Health & Safety book.

#### **Aims and objectives**

To ensure that the Headteacher and staff understand the process of risk assessment and apply it effectively when managing school.

#### **Responsibilities**

1. Overall and final responsibility for risk assessment and its application in the school is that of the Headteacher, who has designated the Deputy Headteacher to assume responsibility when she is off site
2. The following are responsible to work in partnership for particular aspects of risk assessment:
  - The Headteacher, Deputy Headteacher (EVC), Staff, Site Manager and Assistant Site Manager
  - Outside agencies, contractors, PTA members
3. All employees have a shared responsibility to co-operate in order to achieve and maintain a safe 'risk assessed' educational establishment. All adults have a duty of care towards themselves and others. This expectation encourages them to:
  - Be aware of risk assessment and control measures for their area of work
  - Co-operate with and engage in the risk assessment process
  - Use and comply with control measures implemented to ensure the health and safety of themselves and others
  - Report any workplace hazards and concerns regarding health and safety of themselves and others in the Site Manager's H&S book and in staff meetings
  - Deal with any risks apparent within the context of their own competencies or as situations arise

## **Procedure - Stages of risk assessment**

### *Identify the hazards*

Headteachers and staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area
- Referring to available guidance and information about best practice
- Looking at accident and ill-health records
- Checking manufacturer's instructions or data sheets
- Asking staff for their views

### *Decide who might be harmed and how*

For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:

- Staff / pupils with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers
- Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time
- Members of the public, service users, pupils
- Shared workplaces – how the work affects others and the risks to staff from those who share the workplace

### *Evaluate/assess the risks and decide on the precautions to control the risks*

For each hazard identified the level of risk must be evaluated (high/medium/low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established, the Headteacher in partnership with key staff will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

When controlling risks the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether
- Substitution by something less hazardous
- Prevent access to the hazard e.g. by guarding

### *Review*

The Headteacher will review / direct another member of SLT to review assessments:

- At regular intervals not exceeding one year
- Following a significant change and /or if there is reason to suspect it is no longer valid e.g. after an accident, ill health incident, violent incidence or malfunction has occurred

The risk assessments must remain up to date, valid and available at 'point of use'.

## **Generic risk assessment**

**There are 'generic' risk assessments for activities that are frequently needed.**

These assessments must be:

- Amended to reflect the workplace arrangements and any additional identified risks
- Signed by the Headteacher or EVC (Jonathan Forwood – Deputy Headteacher)
- Effectively communicated to all relevant parties
- Monitored and reviewed at appropriate intervals

As an educational establishment, ease of use and access to risk assessment documents is important. Therefore, generic risk assessment forms will be accessible through the 'Staff Shared' area on the internal computer system. Copies will also be held in the school office.

Risk assessments will be updated as necessary, and particularly in the light of new information gathered which effects hazard and control measures involved. Staff must inform the EVC (Jonathan Forwood – Deputy Headteacher) of any issues they believe may necessitate changes in the relevant generic risk assessments

Staff should annotate relevant generic risk assessments with:

- Ratio of adults to children
- Health/behaviour concerns for pupils
- Names of adult helpers
- Names of responsible staff
- Contact telephone details of all adults on the trip

## **Specific risk assessment**

On the rare occasion there may be a need for specific risk assessments to be written by staff to 'cover' one off events. In these circumstances staff must consult with the Headteacher or Educational Visits Co-Ordinator (EVC) - Jonathan Forwood – Deputy Headteacher - to ensure reasonable precautions have been followed.

## **Dynamic risk assessment**

Some 'dynamic risk assessments' may arise when unforeseen events occur and previously unidentified risks are evident. These must be reported to Headteacher or EVC (Jonathan Forwood – Deputy Headteacher).

## **EVOLE**

All school trips must be logged on EVOLVE. If this is a local visit than a 'Local Area Visit ' form needs completing. All other trips must have a 'Visit Form' completed. See Excursion Policy for what constitutes a 'local' visit and whether LA approval is required. These must all be signed off by the EVC/Headteacher.

## **Signing of Risk Assessments**

All risk assessments must be completed and signed by the adult in charge, and the EVC or Headteacher. Thereafter, risk assessments should be photocopied and handed in to the school office to be sorted in the risk assessment file.

## **Communication**

The Headteacher shall ensure that the persons at risk are provided with comprehensive and relevant information on the identified risks and the preventive and protective control measures through risk assessments. The signed risk assessment is to be shared with all responsible adults. This risk assessment will be distributed by relevant staff e.g. class teacher to helpers on a school trip. Everyone should understand what they must do, why they must do it and ensure that they follow the control measures as recorded on the risk assessment, including ensuring the mobile phone they have recorded as their point of contact is on and the sander is on. Where necessary, job safety instructions should be issued to individual employees and appropriate training provided.

Pupils should also be aware of the risks and necessary behaviours.

## **Training**

The Headteacher/EVC responsible for the planning, co-ordination and monitoring of risk assessments must receive appropriate training. Staff involved in the creation of risk assessments (e.g. as part of the risk assessment team) must also receive training in the risk assessment process. The last EVC training was delivered on 22.09.21 and retraining is recommended every 3 years.

## **Monitoring**

The Headteacher shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitable maintained. Staff shall report any defects in control measures, personal protective equipment etc. immediately to the Headteacher.

## **WARNING**

Staff are reminded that if they have placed a control measure on a hazard and fail to comply with it then they have failed in their duty of care and are therefore held responsible.

## **Legislative Framework**

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

## **Further advice and information**

Health and Safety Executive (HSE): [www.hse.gov.uk](http://www.hse.gov.uk)  
Kent Education Learning and Skills Information (KELSI)

This plan has had an Equality Impact Assessment and it has not identified any adverse impact at this point.

**Deputy Headteacher – September 2025  
To be reviewed – September 2026**