



## POLICIES/REGELVERK

### **Risk Assessment** **Risikovurdering**

Prepared by: Head Teacher  
Approved by: The Governors  
Last updated: 01.12.2022  
To be reviewed: 01.01.2024

Risk assessment is a Health and Safety term, which refers to the process through which hazards are identified, and the risks that they pose evaluated. What the law requires here is what good management and common sense would lead employers to do anyway: that is, to look at what the risks are and take sensible measures to prevent them.

A hazard is anything with the potential to cause harm. To consider:

- Physical (i.e. electrical, mechanical, noise etc.)
- Chemical (solids, liquids, gases etc.)
- Biological (bacteria, virus etc.)
- Ergonomic (fit for person to activity etc.)
- Psychological (stress, harassment, boredom etc.)

Identifying risks is accomplished by carrying out risk assessments. This is a requirement of **Management of Health and Safety at Work Regulations 1999**, and the school is obliged to keep written records of the risk assessments carried out. The frequency of certain risk assessments can be at the discretion of the employer.

### **Scale of risk**

Minor- an incident or school related ill health, which results in staff or pupils being absent for less than three days.

Significant- an incident or school related ill health, which results in staff or pupils being absent for more than three days.

Major- an incident or school related ill health, which results in a person's death or the sickness of or injury to more than 15 people.

Risk assessments are conducted on an annual, biannual, monthly or weekly basis. In case of any significant changes, or after any incidents, a new risk assessment will take place.



## **Annual Risk Assessments by external contractors organised by School Business Manager (SBM)**

- Fire safety
- Portable Electrical Appliances
- Playground
- Water
- Health and Safety Trees
- Fire Extinguishers

## **Biannual Risk Assessments by external contractors organised by SBM**

- Boilers

## **In house Biannual Risk Assessments organised by SBM**

- Classrooms

## **Monthly Risk Assessments by caretaker organised by SBM**

- General indoor risk assessment
- General outdoor risk assessment
- Monitoring trees as per Health and Safety check
- Water temperatures

## **Weekly Risk Assessments by caretaker organised by SBM**

- Fire alarm check
- Fire extinguishers
- Emergency lighting
- Radiators
- Lighting and clocks
- Drains and sinks
- Access and fencing
- Playground and tennis court
- Refuse and recycling
- Gates and doors

## **Other Risk Assessments**

- The standard risk assessment is completed for all Out of School Visits by the person leading the trip together with everyone participating on the trip.