

The Lanes Primary School



Risk Assessment Policy

Last reviewed	September 2024
Review Cycle	2 Years

1. Aims

The school aims to ensure that:

- Risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the Prevent duty](#) states schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment
- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from public health incidents, including COVID-19, so far as is reasonably practicable
- Risk assessments must be carried out for all trips and Residential. Further school specific information later in policy.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The local authority and governing board

Nottinghamshire Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

Nottinghamshire Local Authority, as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them
- The Health and Safety policy and risk assessments are based on the LA model. The LA are used to support school if necessary.

4.2 The headteacher

The headteacher and premises manager, or in their absence the deputy head teachers, are responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Teachers are responsible for completing risk assessment processes, as required – school trips, Residential, some school activities etc.
- Familiarising themselves with risk assessments – generic, Covid, trip, specific. Trip and residential risk assessments are store on Evolve. Mandatory school risk assessments are stored on One Drive [Risk Assessments](#)
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- Implementing control measures identified in risk assessments
- Alerting the headteacher/premises manager to any additional risks they find that need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards

We will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how

For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)

We will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings

The findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed

We will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments

Risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Specific Arrangements for The Lanes Primary School

The Health and Safety Policy, Emergency Plan and general school risk assessments (Fire, Asbestos, Manual Handling, Working at Height, First Aid etc) are completed by the Premises manager, approved by the Head teacher and shared with staff via One Drive.

The Health and Safety governors conduct termly inspections and have oversight of Risk Assessments as part of their role. Specific risk assessments (Fire, Legionella, etc) are regularly reviewed by outside agencies. Records are kept of all reviews by the Premises manager.

Any risk assessment for medical and/or SEND children are completed by the SENCo and shared with relevant staff. Training is provided if necessary.

School Trips, activities and Residential

- Teachers are responsible for compiling risk assessments for trips, Residential and activities that may need a risk assessment (e.g., any activities such as climbing, fire building etc)
- The LA proforma MUST be used and can be found on [One Drive Risk Assessments](#). And Evolve A pre-visit MUST be completed by one staff member in a team to inform the risk assessment. Adult ratios must be followed (1 to 6 for Reception and KS1; 1 to 10 for KS2) Teachers must check as soon as the visit is booked on the availability of school adults to ensure that children are well supported. Parents can accompany classes on day visits and must be briefed before a visit. ALL adults must have a copy of the risk assessment. Risk assessments must be finalised at least 2 weeks before a day visit takes place

- Residential trips. As above teachers are responsible for completing the risk assessments for Residential trips. These MUST be completed at least 6 weeks before the trip takes place as overnight stays need to be agreed by the LA.
- Specific named risk assessments must be completed for any children with SEND/behaviour issues/medical needs or children who need 1 to 1 support.
- ALL risk assessments are stored on Evolve which is managed by Jo Gosling and Katie Couchman. They will check the risk assessments and the HT will then check and agree them before any trips can go ahead.
- Previous trip/residential risk assessments can be viewed/amended on Evolve
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Children with injuries

- If a child comes to school with an injury, in plaster, on crutches etc, a risk assessment MUST be completed before their return to school. This must be agreed with parents/carers and shared with staff as appropriate. Risk assessments should be shared on One Drive and agreed by HT or DHT.
- Children on crutches/leg in plaster, etc must not go upstairs at Cator Lane. Arrangements should be made within the Year group to teach in a downstairs classroom and activities such as ICT can take place downstairs.
- Playtimes must be well supervised and children may need to stay inside. Children who have to miss PE can take part in lessons by taking photographs, etc or should join another class/work with an adult.

Risk assessments should be regularly reviewed with parents as and when the child's condition improves. Any updates must be shared with key staff and the reviewed risk assessment saved on One Drive [In school risk assessments](#)

7. Monitoring arrangements

Risk assessments are written as needed and reviewed by the phase leaders, premises manager and HT/DHT. This policy will be reviewed every 2 years. It will be taken to the FPP meeting in the Spring term every year alongside the Health and Safety policy reviews.

8. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions