Risk Assessment Policy
To Include EYFS
Clevelands Preparatory School

1. Introduction

A risk assessment is an important tool in protecting employees and customers, by analyzing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect children and all adults from harm. It helps to focus on the risks that really matter in the workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can be effective in controlling risks.

2. Aims and Objectives

To ensure that staff understand the process of risk assessment and how it can be integrated into effective management practices.

3. The Arrangements for Applying the Policy

- Staff will ensure that suitable/sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area(s) of responsibility
- Staff must plan, co-ordinate and monitor how risk assessments will be managed

Actions must include the following:

- Establishing the activities/tasks/locations/work equipment to be assessed
- Identifying competent people to carry out the assessments
- Defining the system to manage completed assessments, any associated actions, communication and review
- Establish communication and information sharing for the outcomes of the risk assessment with all staff and others who may be affected by the risk
- To involve staff and their representatives in assessing the risks
- Refer risks to the Head or member of SLT

Employees are required 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 or others
- Report any workplace hazards or concerns regarding health and safety of themselves or others
- Carry out "on the spot" (dynamic) risk assessments within the context of their own competencies and in consultation with others, as situations arise

4. Procedure

1. Stages of Risk Assessment

a) Identify the hazards
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 manufacturers' instructions or data sheets
- Asking staff for their views

b) 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 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
- Shared workplaces – how the work affects others and the risks to staff from those who share the workplace

c) Evaluate/assess the risks and decide on the precautions to control the risks
Evaluating/Assessing the risk

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 head must 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.

Controlling the Risk

When controlling risks the following principles should be applied, where possible in the following order:
- Eliminate the hazard altogether
- Substitution by something less hazardous or risk
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard e.g. putting barriers between children and the risk area
- Create safe methods of work and safe systems of work designed to reduce the risk
- Provide suitable information, instruction and training
- Ensure appropriate supervision

Dynamic Risk Assessment

On occasion there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has been taken place, a formal written risk assessment record may be made of this as soon as is reasonably practicable after the event if appropriate.

d) Record and implement findings
General Risk Assessments

Assessments of processes or areas rather than an individual person should be recorded on a General Risk Assessment Form (see Appendix 1)

e) Review

The head should 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

2. Generic Risk Assessments

Some generic risk assessments are available to assist staff in the risk assessment process, for example travel by minibus. These assessments must be:

- Amended to reflect the workplace arrangements and any additional identified risks
- Signed by the head
- Monitored and reviewed at appropriate intervals

3. Communication

The head 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. Everyone should understand what they must do and why. Where necessary, job safety instructions should be issued to individual employees and appropriate training provided.

4. 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 Robin Stattersfield at Alpha Schools for advice.

5. Legislative Framework

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

6. Further advice and Information

Health and Safety Executive (HSE): www.hse.gov.uk/

RISK ASSESSMENT – Activity:	
Unit/location:	
Assessors name:	
Activity, process or procedure :	
SITE or ACTIVITY ANALYSIS	
GENERIC COMMENTS	SPECIFIC COMMENTS
Hazard: **-**	
Who might be harmed? •	
What is the level of Risk ?.	High/Medium/Low
Is the risk adequately controlled?	YES/NO
If NO can the activity, process or procedure be eliminated?	YES/NO
If NO the following Control Measures may need to be considered and relevant information noted.	
CONTROL MEASURES	
Training : **Procedures:** **Group organisation :**	**PPE: Personal Protective Equipment.** **Monitoring**
Further action required:	
Comments :	
Signed : **(Assessor) date 31.10.11**	
Distribution: all Foundation stage staff	

Risk Assessment
A careful examination of what, in the workplace, could cause harm to people so that a decision can be made as to whether there are enough precautions in place or more should be done to prevent harm.

Hazard
Anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

Risk
Is the chance, high, medium or low that somebody could be harmed by the hazard, together with an indication of how serious the harm could be.

Harm
Is the actual injury or ill-health suffered by those exposed to the hazard?

Dynamic Risk Assessments
A risk assessment which takes place during work in progress as a need arises ("on the spot"). In these circumstances a previously prepared risk assessment may not be in place as the situation has not been previously foreseeable. Once the dynamic risk assessment has been taken place, a formal written risk assessment must be made of this as soon as is reasonably practicable after the event.

Date	Position	Name of reviewer	Date of next review
April 2018	Head	Mrs L Parlane	April 2019 or as updates require changes