

# Risk Assessment and Hazard Reporting Policy

## Clarity Independent School

Bridge Barn Farm  
Woodhill Road  
Sandon  
CM2 7SG

**Clarity Independent School is committed to safeguarding...**

*"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and care-givers to keep children safe."*

Clarity Safeguarding Policy September 2023

**Written by Debbie Hanson**  
Head Teacher and Proprietor

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## Risk Assessment and Hazard Reporting Policy

**Availability:** The Policy is publicly available on the school website and upon request, printed from the School Office.

All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

All new employees are required to state that they have read and understood this policy and its procedural documents and confirm this by signing the *Policies Register*.

### Introduction

Clarity Independent School clearly recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to pupils, staff, visitors, general public and contractors and expose the Proprietor to the possibility of prosecution.

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999 (Amended 2006).

The School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing to be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout Clarity Independent School.

This policy has particular regard for ensuring the welfare of pupils at the school is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified.

Pupils do not have unsupervised access to potentially dangerous areas. Doors to these areas are locked at all times, when not in use. These areas have been identified as '*risky areas*' for which there is a risk assessment.

There are no quantities of flammable substances necessitating being kept securely locked in a metal cabinet.



The purpose of risk assessment is to identify hazards and evaluate any associated risks. Specific Risk Assessments, which the School must have in place under current regulations are:

- Fire Risk
- Young workers employed by the School/work experience
- New and expectant mothers
- Control Of Substances Hazardous to Health
- Lone working
- Display screen equipment
- Working at height / stepladder
- Manual handling
- Asbestos (not applicable as there is no asbestos in the building)

A selection of further specific Risk Assessments, which are suggested that the School has in place are:

- Health and safety general tasks / Safe systems of work
- Driving at work and Occupational Road Safety
- Keeping Animals in School
- First aid
- Home visits
- Water Temperature monitoring and Legionella Control
- Playgrounds
- Educational Visits

**Safeguarding** always takes highest priority in Clarity Independent School. The School's policies and training for all staff form the core of our child protection (safeguarding) risk management. Safer recruitment policies and procedures reduce the exposure of the school to the risk of employing staff who are barred from working with children in the UK.

Risk assessments do not have to be complicated and should be dynamic (continuous). The level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and the documenting of protocols and procedures that are often already in place, following best practice and relevant standards where applicable.

## **Responsibilities**

### **Employees are responsible for:**

Assisting with and participating in the process of risk assessment. The Head



Teacher, SLT, Teachers and support staff are responsible for: Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

### **Head Teacher is responsible for:**

- Writing the Risk Assessment Policy
- Allocating resources in response to risk assessments completed
- Determining a course of action, should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable
- Setting up frameworks for decision making
- Corporate strategies, which incorporate risk assessment principles (this will ensure that decisions made take into account relevant risk factors)
- Ensuring that those who are tasked with completing risk assessments are suitably trained to do so
- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures
- Making suitable representation to the Peninsula Health and Safety Consultants if risk assessments identify an outstanding need which cannot be resourced within existing resources.

## **Scope**

For the purpose of this policy the following definitions apply:

- a) Hazard: Something with the potential to cause harm
- b) Hazardous Outcome: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard
- c) Risk Rating: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
- d) Control Measures: Method used to reduce or control risks arising from identified hazards
- e) Residual Risk: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable
- f) Risk: the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

## **Legal Aspects of Risk Assessment**

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999



(Amended 2006). As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded between updated versions of this policy. (For an up to date list of legislation applying to schools, please refer to the Department for Education website at [www.education.gov.uk/schools](http://www.education.gov.uk/schools) and the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk).)

This policy pays regard to the following legal documents:

- Care Standards Act 2000
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards) Regulations 2014 currently in force
- Health and Safety at Work etc. Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended 2006)
- The Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- Special Educational Needs and Disability Code of Practice: to 25 years (DfE: January 2015)
- Health and Safety: Responsibilities and Duties for Schools. Department of Education (DfE) (DfE April 2022)
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0345 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: February 2014)
- <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

The School has regard to Government recommended guidance and advice on school trips and offsite activities from:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> and from the Peninsula Business Health and Safety Services. [www.peninsulagrouplimited.com](http://www.peninsulagrouplimited.com)

The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

- The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employer's undertaking (e.g. contractors, members of the public, pupils, etc.)

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process.

A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones
- Identify and prioritise the measures required to comply with any relevant statutory provisions
- Remain appropriate to the nature of the work and valid over a reasonable period of time
- Identify the risk arising from or in connection with the work.

The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

## **Risk Assessment**

The School has a responsibility to ensure that the risk posed to staff, pupils, property, contractors and the public are reduced, so far as reasonably practicable.

Risk assessment is "thinking about what might cause harm to people and deciding whether you are taking reasonable steps to prevent that harm." (Health and Safety Executive.) It is a subjective but logical process which can be broken down into 5 steps:

- Step 1 Identify the hazard
- Step 2 Decide who or what might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record significant findings and implement them
- Step 5 Review the assessment and update if necessary

When conducting a risk assessment, line managers should adopt a team approach to risk assessment whenever possible and involve staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out).

Each Risk Assessment has a risk rating. The Risk Level Definition is as follows:

|               |  |
|---------------|--|
| <b>High</b>   | Urgent action required. Stop immediately until control measures are in place |
| <b>Medium</b> | Medium term action required within 3 months                                  |
| <b>Low</b>    | Long term action required within 6 months                                    |

## Types of Risk Assessment

All significant risks are assessed. Although the principles of assessment remain the same, their application can differ. There are 3 recognised methods of assessment:

- a) Formal – A written method of evaluating the risk of harm
- b) Generic – An evaluation of risk that can be applied to several common tasks

In unusual circumstances, when an unforeseen risk presents itself or under emergency circumstances (e.g. safeguarding), a previous Formal or Generic risk assessment not having been compiled and / or in use, an employee may be required to use a dynamic risk assessment.

- c) Dynamic – A mental assessment of risk for use when any delay would increase the risk from harm.

## Training

Clarity Independent School, as a responsible employer, will provide appropriate risk assessment training / templates and guidance for staff as necessary.

Those who have a responsibility for the completion of risk assessments will initially be provided with basic internally coached risk assessment monitoring and training.

This foundation 'training' covers the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management.

Specialised risk assessment training will be provided to staff as required ensuring appropriate expertise, monitoring and supervision.

## Communication

Relevant information identified in the risk assessment regarding the hazards, their associated risks to the school and the appropriate control measures must be effectively communicated and be readily accessible to employees and others as appropriate.

## Monitoring

The Head Teacher or appointed representative will monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Checks will be made to ensure that agreed control measures and safe systems of work are being followed correctly.

## Record Keeping

Accidents logs, investigation reports and associated documents must be kept for a minimum period of three years for any adverse incidents involving adults and in the case of an adverse incident involving a child, records should be kept until the child reaches the age of 21, as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally be made up to 3 years from the date of the incident occurring).

It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

## Review of Policy

This policy will be reviewed annually or at an earlier date if changes are required due to risk assessment review or changes in legislation and/or guidance.

Overall responsibility for Risk Assessment and Hazard Control in **Clarity Independent School** rests with the Head Teacher, Debbie Hanson.