



St Martin's School Risk Assessment Policy



Introduction

Risks are inherent in everyday life. Our aim at St Martin's School is to identify them and to adopt systems for minimising them. All members of staff are responsible for reporting any risks or defects to the Operations Manager.

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk Control Measures or Safe Operating Systems are the measures and procedures that are put in place in order to minimise the consequences of risk (e.g. staff training, clear work procedures, fire alarms, fire and lockdown practice.)

Risk Assessments focus on prevention, rather than reaction when things go wrong and need reviewing and updating regularly. The School Operations Manager is responsible for overseeing and collating all site risk assessments while the Educational Visits Coordinator is responsible for all educational visit risk assessments. All risk assessments are stored on the school shared drive as well as hard copies held by the Operations Manager.

What areas require risk assessments?

Areas and activities which require a separate risk assessment include:

- Educational visits and trips
- Fire safety and procedures
- Site usage e.g. the playground area, classrooms, kitchen, music room, library, communal areas, spillages, ladders, cleaning, Gas, electrical and legionella
- Educational activities e.g. Science, DT and PE
- Resources e.g. substances such as paint and glue etc.
- Individual staff risk assessment where needed
- Pupil specific – these will be carried out where required
- DBS – A risk assessment may be required should a DBS come back with notations.

Conducting educational activity risk assessments

These should be carried out by the staff member conducting the activity and checked by the Operations Manager. Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity involving additional risk. Within the risk assessment, staff must:

- State the parameters of the activity.
- Note the key safety measures in place.
- Note which HAZARDS have been identified.
- Evaluate whether this is a LOW, MEDIUM or HIGH risk activity.

If there are any HIGH risk elements, the activity must not take place.

Conducting site risk assessments

Site-specific Risk Assessments are overseen by the Operations Manager who is IOSH certified. Fire, Asbestos, Legionella, Gas safety and Electrical safety assessments are carried out by professional external providers, reviewed and recorded within the required timeframe (See Health and Safety Policy). Staff predominantly using a room/space are asked to complete a site risk assessment that includes:

- Using the specific site / task template
- Categorising risks by HIGH MEDIUM AND LOW
- Reviewing annually or as required
- Addressing any actions within a specified timeframe dependant on risk.

Contractors carrying out site work are required to provide the school with a Specific Risk Assessment.

Staff Qualifications

All staff have risk assessment training included in the health and safety training on Educare. The Operations Manager has additional Risk Assessment training included in the IOSH certificate they hold.

Individual / Staff Risk assessments

In the event a staff member requires a risk assessment, the operations manager (in consultation with the staff member) will conduct these. Both parties will agree these and a signed copy is held in the staff member's HR file.