YORK STEINER SCHOOL

RISK ASSESSMENT POLICY

Approved by:	Board of Trustees	**Date:**	March 2021
Last reviewed on:	**November 2023**		
Next review due by:	November 2024		

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1. Introduction

York Steiner School recognises and accepts its duties and responsibilities in relation to Risk Assessment.

This policy is a 'whole school' policy and relates to all areas of the school, including Gentle Beginnings, Parent & Toddler, Kindergarten, Main School and The Upper School.

2. Purpose of the Policy

The purpose of this policy is to enable the School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

The School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.

This policy and associated procedures provide a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'.

The Independent School Regulatory requirements demand that the School ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

3. Objectives

York Steiner School ('School' or 'we') aims to ensure that:

- All major risks are identified and managed as part of an overarching policy with a view to promoting the welfare of children and adults.

- Suitable and sufficient risk assessments are undertaken for all activities, with specific mention to activities where there is likely to be significant risk.
- Reasonably practicable control measures are identified and implemented.
- The risk management strategy and risk assessments are conducted, reviewed and recorded on a regular basis.
- To fulfil the School's legal and moral obligations and requirements.
- Those affected by school activities have received suitable information and instruction

4. Organisations and Responsibilities

Board of Trustees (BoT)

The board of trustees are responsible for:

- Ultimate responsibility for health and safety matters in the School, but will delegate day-to-day responsibility to the Headteacher and Operations Manager.
- The Trustees have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off School premises.

The Trustees, as the School employer, also 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; and
- Inform employees about risks and the measures in place to manage them.

Headteacher

The Headteacher is responsible for, but may delegate responsibility to the Operations Manager:

- Managing the day-to-day matters of Health & Safety
- Take reasonable steps to ensure that staff, pupils and visitors to the school are not exposed to risks
- Assessing risks and informing a Risk Assessment
- Sharing risk assessments with the relevant persons
- Ensure staff have access to the appropriate training relevant to the adherence to, or completion of risk assessments
- Ensuring that risk assessments are effectively implemented and reviewed.

Operations Manager

The Operations Manager is responsible for:

- Managing the day-to-day matters of Health & Safety
- Take reasonable steps to ensure that staff, pupils and visitors to the school are not exposed to risks
- Assessing risks and informing a Risk Assessment
- Ensuring that risk assessments are effectively implemented and reviewed.
- Assist others with the responsibility for completing a risk assessment as required
- Reviewing incidents and sharing the outcome as appropriate

School staff

School staff are responsible for:

- Completing Risk Assessments as required, relevant to their role
- Assisting with, and participating in, risk assessment processes, as required;
- Familiarising themselves with risk assessments;
- Implementing control measures identified in risk assessments; and
- Alerting the Operations Manager to any risks they find which need assessing.

Pupils, Parents and Visitors

Pupils, parents/carers and visitors 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.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work and if they encounter any unmitigated risks during their works at the School, they are to immediately cease work and inform the Operations Manager.

5. Guidelines

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 that 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 that 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 that 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 that 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.

6. General

Risk Assessments form part of the School Health and Safety Management System. The 4 key principles are as follows:

1. Plan – Policies and Planning
2. Do – Risk Assessing and Implement Plan
3. Check – Collect data and measure performance
4. Act – Review and learn lessons

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	Anything that has the potential to cause harm.
Hazardous Event	When someone or something interacts with the hazard and harm results.
Likelihood	A measure of the chance that the hazardous event will occur.
Consequence	The outcome of the hazardous event.
Risk	The combination of the likelihood and the consequence.
Control measure	Action taken to prevent people being harmed

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 – consider activities, processes, physical layout, people, substances and more.

There are 6 broad groups of common hazards:

- Mechanical
- Physical
- Chemical
- Biological
- Environmental
- Organisational

Step 2: estimate the risks - *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 do all that is reasonably practicable to protect people from harm. When controlling risks, we will apply the following principles, if possible in the following order:

1. Eliminate the hazard
2. Reduce the hazard
3. Prevent people coming into contact with the hazard
4. Safe systems of work
5. PPE – Personal Protective Equipment

Step 4: record significant findings – the findings from steps 1-3 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?

School will maintain an accurate and up to date Risk Assessment Matrix including review dates.

A Risk Assessment Template can be found in Appendix 1.

This risk assessment policy links to the following policies:

- Health and Safety Statement

- Premises Management Policy
- First Aid and Administering Medicines Policy

Reviewing an incident

An incident is defined as an undesired event that has caused or could have caused damage, death, injury or ill health.

An incident can be described as a:

- Near Miss – a near miss can be described as an incident that results in no injury or damage, but which had the potential to do so.
- Accident – an accident is an incident which results in injury to someone or damage to property.

School will carry out an investigation to find out how and why the incident happened, in order to:

- Identify the cause of the incident to stop it happening again;
- Collect information you need to pass on to the enforcing authority;
- Get information needed for an insurance claim;
- Find out the cost of an accident;
- Identify any other hazards/risks and training requirements;
- Ensure legal compliance.

The review will be carried out at the earliest opportunity by the Operations Manager and shared with the appropriate persons as necessary.

An incident report can be found in Appendix 2.

7. Monitoring and Evaluation

Risk assessments are written as needed and reviewed by the Operations Manager and, or the most appropriate other School Manager or member of staff.

This policy will be reviewed by the Operations Manager annually and approved by the Trustees.