



# **RISK ASSESSMENT - WHOLE SCHOOL POLICY** **(inc. EYFS)**

Owner	Deputy Head
Authorised by	Head and Governors
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Review	August 2018

**Risk assessment for equipment and areas in school is detailed in the Health and Safety policy:**  
[Health & Safety Policy.docx](#)

**In brief:** Risk assessment for equipment and areas in school is the responsibility of the Health & Safety Officer (the Bursar) together with the relevant Head of Department, Head of Primary, the catering/domestic manager or the site staff.

- Copies of all risk assessments for equipment and areas in school are held by the Bursar's assistant.
- Risk assessments will be reviewed each year (prompted by the Bursar's assistant).
- If risks are identified, these will be notified to the Bursar, either immediately or via Health & Safety committee meetings, and steps taken to minimize or eliminate them.

### **RISK ASSESSMENT FOR OUT-OF-SCHOOL ACTIVITIES - WHOLE SCHOOL POLICY**

A risk assessment is a careful examination of what could cause harm to people. A risk assessment may apply either to a single activity or to repeated activities (generic RA). The latter must be regularly evaluated and re-submitted for each academic year.

Risk assessments should identify (i) significant hazards, (ii) who is at risk and (iii) precautions which will help to prevent injury or illness. There is no requirement to eliminate all risks but one must be satisfied that the level of risk associated with any significant hazard is relatively low. A significant hazard is one which poses a significantly higher level of risk than everyday classroom activity.

RAs should be comprehensive but brief; they need not include detailed instructions about procedures. To avoid risk assessments becoming over-complex, it is appropriate to refer to provisions in other documents such as the school's health and safety procedures. Risk Assessments should uphold existing school policies.

During out-of-school activities which are new, complex or more than one day's duration, a copy should be carried by the activity leader/s.

All adults involved in the trip should be familiar with the Risk Assessment. Pupils should be told clearly about: hazards which they may encounter; what to do if they become separated from the party; conduct/behaviour expected of them. Parents should also be provided with appropriate information which outlines specific risks significant to the activity.

Risk Assessment will focus on hazards to pupils, but those affecting staff, other accompanying adults and third parties should also be considered. In many cases, the precautions will be the same as for pupils, but any specific factors affecting accompanying adults/third parties should be recorded.

It is suggested that information/instructions given to pupils and the degree/nature of supervision should be included among the precautions noted.

Risk Assessment is an ongoing responsibility. Supervising staff must remain alert to any changing conditions and take appropriate action to maintain maximum safety.

### **Nature of hazards during out-of-school activities**

The following hazards should be considered together with any others identified for the activity, if they are judged to be inapplicable or insignificant they need not be recorded. If they are judged to be significant, precautions must be stated either (i) specifically or (ii) in terms of observance of named documents.

Personal security	Terrain hazards
Travel hazards	Health hazards
Pedestrian accident	Hazards at specific locations
Safety of accommodation	Hazards affecting specific pupils
Weather hazards	Hazards specifically affecting accompanying adults/third parties

### **Pre-activity checklist**

This is not a comprehensive list (please **see also: Visits and Trips policy and procedures: [VISITS & TRIPS](#)**) but includes those points which are relevant to Risk Assessment. If an incident occurs, group leaders will be in a much stronger position if the following have been carried out.

- For activities involving caving, climbing, trekking, skiing or watersports, check that the provider holds a license as required by the Adventure Activities Licensing Regulations 2004.
- Carry out preliminary site visit if practicable.
- Check first aid provision at the site and with the tour company.
- Ascertain, as far as reasonably possible, that any third parties e.g. tour companies, coach companies, course/accommodation providers are competent and responsible. Obtain a copy of their risk assessment.
- Decide on staffing ratio (see Visits and trips policy) and check that accompanying staff/other adults have experience appropriate to the activity; allocate roles/tasks.
- Inform parents in writing about the nature of activities (including specific risks significant to the activity) and supervision arrangements, including specific details if 'remote supervision' is involved.
- Organise briefing meeting for parents if appropriate.
- Check that accompanying staff are aware of regulations concerning use of minibus and staff cars if necessary.
- Familiarise yourself with all the relevant Derby High policies and procedures and any other helpful DFE/professional association documents.
- Pupil information sheet to be left in school: For residential or overseas trips, trips lasting beyond 5.30pm on a school day or trips taking place not on a school day a pupil information sheet should be compiled including emergency phone and alternative emergency phone numbers, medical information/consent to treatment; include information about pupils with special medical needs. This information should be held by the party leader along with a copy of the signed for Risk Assessment/Details of off-site activity, and copies must remain in the school office.
- Contacts: Residential visits, and those outside the school day, should have designated 24 hour school contact/s. Contacts should include the school office and a member of SLT staff. as available. Check that all accompanying adults know the designated school contact/s.
- Ensure that adults accompanying the trip are aware of the contents of the Risk Assessment.
- Ensure that the pupils have been informed of: hazards which they may encounter; what to do if they become separated from the party; conduct/behaviour expected of them.

### **Post-activity - (cause for concern, a near miss or a major incident)**

If a cause for concern, a near miss or a major incident occurred on the trip, the leader must complete the appropriate form (**Appendix 1, 2, 3 or 4**) detailing any action taken (including First Aid) and/or any future precautions that should be considered on a similar future trip. **All recorded detail should be given to the Head as soon as possible on return.**