



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

Owner	Assistant Head – Co-Curricular
Authorised by	Head and Governors
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Related documents:

- Special risk assessments for equipment and key areas within school
- Pupil access to high risk areas
- Health and Safety policy
- Visits, trips and events policy
- Minibus policy and procedures
- Risk assessment pro-formas (off-site/ on-site)

Useful additional links:

- <http://www.hse.gov.uk/aala/>
- <https://www.gov.uk/foreign-travel-advice>

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1. What is a risk assessment?

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 identify:

- (i) significant hazards
- (ii) who is at risk
- (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. Reference may be made to provisions in other documents such as the school's health and safety procedures. Risk Assessments should uphold existing school policies.

2. When is a risk assessment necessary?

A risk assessment must be completed for every out of school trip, and may also be necessary for in-school events, depending on the nature of the activity, equipment or environment.

If in doubt, consult the Assistant Head (co-curricular) or the Bursar.

3. Procedure for completing a risk assessment for any off-site trip, visit, event or activity

- Use the school risk assessment pro-formas (off-site/ on-site).
- The examples of generic issues listed in appendix 5 may be helpful.
- There is a risk assessment for travel by minibus attached to the Minibus policy and procedures.
- External providers should have a risk assessment available; request a copy of this third party risk assessment and submit it with your DHS form. This is an addition to, not a substitute for, the DHS form.
- The RA must also include;
 - a list of all party members, which must be given to the Designated Safeguarding Lead (DSL) at least 1 week in advance and, for residential trips, as soon as the provisional list is collated.
 - name and contact details of the travel company;
 - emergency contact details for supervising staff and parents of pupils taking part in the trip;
 - the full itinerary; name, address and contact details of accommodation being used;
 - relevant medical conditions of participants and first aid provision
 - emergency travel arrangements;
 - copies of parental consent forms

- insurance details, including any additional insurance relevant to specific pre-existing medical conditions
 - the designated SLT emergency (out of hours) contact, to be arranged with the Student Receptionist (normally the Head, Deputy Head, Bursar or Head of Primary).
- The risk assessment must be submitted to the Assistant Head (co-curricular) for checking at least 1 week before the activity. (For new trips and residential trips it must be 2 weeks in advance as a minimum.)
- Risk assessments will be checked and signed by the Head.
- All the information must be left in the school office and with a nominated emergency contact in school
- All office staff must be aware of the whereabouts of this paperwork.
- The organiser should also have a copy of the risk assessment.
- All adults must have read the minibus policy and procedures, as relevant.
- All adults involved in the trip should be familiar with the Risk Assessment and should know how to contact the member of SLT designated school out of hours contact.
- 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
- Risk Assessment is an ongoing responsibility. Supervising staff must remain alert to any changing conditions and take appropriate action to maintain maximum safety.

4. Risk assessment checklist for off-site activities

Familiarise yourself with all the relevant Derby High policies and procedures and any other helpful DFE/professional association documents.

Follow guidance in the Visits, Trips and events policy to organize and run your activity.

In addition, for the purposes of risk assessment:

- Carry out preliminary site visit if practicable.
- Seek relevant documentation from third party providers:
 - For activities involving caving, climbing, trekking or watersports, check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004, and they provide details of this and their public liability insurance as well as risk assessments appropriate to the activity. For further information, please consult the HSE's latest guidance, which may be found at: <http://www.hse.gov.uk/aala/>
 - An indemnifying clause must be signed and returned by parents, to cover any particularly dangerous activity during non-sporting visits e.g. leisure time swimming.
 - Request details of public liability insurance and risk assessments from all third party providers.
 - Request confirmation that travel companies are ABTA/ATOL protected.

5. Unanticipated causes for concern, near misses or major incidents during off-site activities

If a cause for concern, a near miss or a major incident occurs, the organiser should contact the relevant out of hours contact, where immediate action is required.

If no immediate action is required, organisers must complete the appropriate form (see appendices), detailing any action taken (including First Aid) and/or any future precautions that should be considered on a similar future trip to mitigate the risk of a repeat hazard.

6. Risk assessment for equipment and areas in school

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.

APPENDIX 1 - DERBY HIGH SCHOOL OFFSITE SAFETY: CAUSE FOR CONCERN RECORD/ONGOING RISK ASSESSMENT AMENDMENT

This should be filled in by the party leader if a cause for concern is identified. A copy of the form must be given to the Head as soon as possible on return.

A cause for concern is either:

1. an occurrence which was not directly threatening but which could have developed into a significant incident without appropriate response;
2. a problem which arose outside the scope of the risk assessment which required ongoing amendment of/addition to the RA document.

Trip name & date

Trip Leader

Date, time & location of cause for concern

Description of cause for concern

Response – 1. Immediate

Response – 2. Subsequent including amendment to risk assessment:

Recommendations for future trips & risk assessments/lessons learnt:

APPENDIX 2 - DERBY HIGH SCHOOL OFFSITE SAFETY: NEAR MISS RECORD

To be filled in by the party leader if there is a near miss occurrence. **A copy of this form must be given to the Head as soon as possible on return.** A near miss is an occurrence which could readily have turned into a significant but for good luck or last minute intervention.

Names of participants/other accompanying adults should be recorded separately by the leader for use should there be disciplinary proceedings against a pupil or a complaint.

Trip name & date

Trip Leader

Experience/qualification of trip leader

Date, time & location of cause for concern

Number in party involved in incident

Age & sex of potential casualty/ies

Relevant experience of participants

Weather/terrain conditions (if relevant)

Description of incident

Continued overleaf

Risk assessment context (e.g. occurrence of extremely low/acceptable risk incident/unforeseen incident/faulty risk management)

Response to incident:

1. Immediate:

2. Subsequent including amendment to risk assessment:

Recommendations for future trips & risk assessments/lessons learnt

APPENDIX 3 - DERBY HIGH SCHOOL: OFFSITE SAFETY: MAJOR INCIDENT RECORD

To be filled in by the party leader if there is a major incident. **A copy of this form must be given to the Head as soon as possible on return.** A major incident is one which has caused significant harm to one or more members of the group.

Accuracy of information recorded below is very important; it could be used in any subsequent legal proceedings. Record separately and attach witness statements and any other relevant information.

Trip name & date

Trip Leader

Experience/qualification of trip leader

Date, time & location of incident

Number in party who were involved in the incident

Name, age & sex of potential casualty/ies:

- If several, a marked group list may be used.

Relevant experience of participants

Weather/terrain conditions (if relevant)

Description of incident

Continued overleaf

Response to incident:

1. Immediate (use first aid pro-forma if necessary):

2. Time of contact with home base and/or notification of parents/guardians

3. Management of any members of group not directly involved or seriously affected by the incident:

4. Subsequent – including continuation/termination of trip & any amendments to risk assessment:

Recommendations for future trips & risk assessments/lessons learnt

APPENDIX 4

DERBY HIGH SCHOOL OFFSITE SAFETY: FIRST AID PRO-FORMA (for use with major incident form)

A copy of this form must be given to the Head as soon as possible on return.

Trip name & date

Date & time of incident

Other information about the incident/accident should be recorded on the accompanying incident form.

Name of casualty	Detail as far as possible of First Aid treatment given and/or dispatch to hospital

APPENDIX 5 – EXAMPLES OF GENERIC & COMMON RISK ASSESSMENT AND TEXT TO INCLUDE

Nature of hazard to pupils	Precautions to minimise risk
Travel by bus/minibus/coach/car	Pupils to be told to wear seatbelts and keep them fastened during the journey. This will be checked before the start of each journey or after any breaks in the journey. Pupils to get off coach/minibus on to pavement not road.
Pupils getting separated from party.	Senior pupils will have a mobile phone with them, for use in emergencies, and have an emergency contact number for staff (usually the school trips mobile). Designated meeting place agreed in advance. Primary pupils never left unsupervised. Regular head counts
Students not always under the supervision of staff.	When not directly supervised students must stay in groups of at least 3/4, have a mobile phone with them and have an emergency contact number (school mobile).
Students being left on bus/train	A head count will be made after pupils have alighted from trains. Buses should be checked after the last pupil has got off.
Major incident including acts of terrorism	Students briefed on Govt guidelines – stay alert, run, hide, tell. See it, say it, sorted (public transport). Check in with school mobile number asap and await instructions.
Crime, Personal safety	Students reminded to be aware and vigilant in crowds, to keep valuables hidden and remain in groups of at least 3 at all times.

Risk assessments should consider any and all hazards, recording those which are considered significant, along with precautions for mitigating the risk, for example:

- Personal security
 - Travel hazards
 - Pedestrian accident
 - Safety of accommodation
 - Weather hazards
 - Major incidents e.g. acts of terrorism
 - Terrain hazards
 - Health hazards
 - Hazards at specific locations
 - Hazards affecting specific pupils
 - Hazards specifically affecting accompanying adults/third parties
- It is suggested that information/instructions given to pupils and the degree/nature of supervision should be included among the precautions noted.