



Yarrells School & Nursery

RISK ASSESSMENT POLICY

Policy Lead (Position (and Initials)): **Director of Operations (JR), Estates Manager (EH) and Head of Pre-Prep and Early Years and EVC Co-ordinator (TW)**

Date of Last Review: **September 2021**

Date of Next Review: **September 2022**

This policy is systematic with a view to promoting the welfare of pupils, staff and visitors of Yarrells and refers to the Preparatory School, Pre-Preparatory School and EYFS.

What is a Risk Assessment?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people and the environment, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

A risk assessment is an important step in protecting staff, pupils, visitors, contractors, the environment and Yarrells as a whole.

It helps staff focus on the risks within their department and activities that they undertake. In many instances, straightforward measures can readily control risks; for example ensuring staff have sufficient information when they are offsite, operating machinery or using chemicals, spillages are cleaned up promptly so people do not slip, or good housekeeping is maintained to ensure people do not trip.

A printable risk assessment form is included within this policy (please see appendix 1) or an electronic version can be found in the Health and Safety folder on the 'Staff Only' shared drive.

When should a risk assessment be completed?

The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of the risks arising out of the activities that Yarrells undertakes.

Who is responsible for drawing up and checking risk assessments?

SLT and Heads of Department (HoDs) have the responsibility for ensuring risk assessments are completed for their area of work, and they should check and monitor assessments annually, or if changes to function or facility require a review.

All staff have responsibility for reading risk assessments in the area(s) they are working in.

This may be by one assessment, by a number of assessments linked together or by individual assessments for different tasks/activities, educational visits (please refer to Educational Visits policy), experiments, machinery or process within each department. Overview assessments and examples can be found in the 'Staff Only' shared drive.

The Head and the Director responsible for Health and Safety will review the Risk Assessment policy annually. This will include a review of risk assessments.

Storing Assessments

Once the completed assessments have been shared with appropriate staff and pupils they need to be uploaded to the 'Staff Only' shared drive in the appropriate folder.

Sharing of assessments and best practice will ensure that the assessments are improved and that staff have good, reliable information.

Definitions

A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, open drawers etc.

The risk is the chance, high, medium or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

How to carry out a risk assessment

Step 1: Identify the hazards

Divide your work into manageable categories considering:

- Location
- Activities
- Equipment
- People

Identify the Hazards:

- Chemical – paint solvents/exhaust fumes
- Biological – bacteria
- Physical – noise/vibration
- Psychological – occupational stress

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/pupils.

Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required. If any further actions are required the name of the person responsible for actioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after our staff.

Writing down the results of your risk assessment, and sharing them with the staff, encourages you to do this.

Step 5: Review your assessment and update if necessary

Risk assessments need to be reviewed and if necessary updated every year. However, a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

