

Risk Assessment Policy and Procedure

Dated: 18th November 2021

Last reviewed: November 2023

Review due: November 2024 (or earlier as required)

Linked Policies

Health & Safety

First Aid

CP & Safeguarding

Curriculum Plans

Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, children and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

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 employers carry out an asbestos risk assessment. (There is no asbestos in the property.)

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 (The school does not use or store hazardous substances)

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 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 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 schools are expected to assess the risk of children being drawn into terrorism

The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment. Brighton & Hove Montessori School does not have access to any swimming pools.

DfE guidance on health and safety: responsibilities and duties for schools says schools must identify the measures needed to reduce the risks from public health incidents, including COVID-19, so far as is reasonably practicable

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

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	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high to low) that people could be harmed by hazards, together with an indication of how serious the harm could be.
Control Measure	Action taken to prevent people being harmed

Roles and responsibilities

The Proprietor/Head of School

The Proprietor/Head of School has ultimate responsibility for health and safety matters in the school, but will delegate day to day responsibility to the School Manager. The Proprietor/Head of School has a duty to take reasonable steps to ensure that staff and children are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Proprietor/Head of School, as the 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
- Inform employees about risks and the measures in place to manage them
- Ensure that all risk assessments are completed and reviewed. In the Head of School's absence the Office Manager, is responsible for ensuring that all risk assessments are completed and reviewed.

School staff and volunteers

School staff are responsible for:

- Having regard to this policy and procedure when planning, ensuring curriculum activities are always supported by effective risk assessment and appropriate health and safety policies
- Assisting with, and participating in, risk assessment processes, as required

- Familiarizing themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Head of School to any risks they find that need assessing
- Taking reasonable care of their own safety, together with that of children and visitors.

Children and families

Children and families 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.

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 – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, children and visitors.

Step 2: 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 children 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 balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1 to 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 children spotted a problem?
- Have we learnt anything from accidents or near misses?

Curriculum

Risk Assessments (visual as well as on forms) are imbedded in day-to-day life of everyone with interconnectedness right through the curriculum. **Grace and Courtesy Groups** are fundamental to integrating and developing each child's role into the community; addressing needs to highlight and practice being respectful, constructive and safe regarding such things such as

- Movement and handling
- Behaviour and interactions with others
- Problem solving

- Routines such as eating and drinking
- Non-routines such as emergency evacuations
- Events
- Visitors
- Any other potential risks to safety and wellbeing where responses can be practised

Monitoring arrangements


Risk assessments are written as needed and reviewed annually or as necessary.
 This policy will be reviewed by the Proprietor/Head of School annually.
 Risk Assessments are saved on OneDrive.

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18	NA	BHMS does not employ workers under the age of 18	
Asbestos	NA	There is no asbestos in the property.	
Substances hazardous to health	NA	The school does not use or store hazardous substances	
Display screen equipment	✓	PG	Sept 2024
Fire	✓	All Star Fire Protection (reviewed internally annually)	July 2024
First aid	✓	PG	Sept 2024
Manual handling	✓	PG	Sept 2024
Working at height	✓	PG	Sept 2024
Children being drawn into terrorism	✓	GO/BP	Nov 2024
Swimming pools (if applicable)	NA	BHMS does not have access to any swimming pools.	
Public health incidents, including COVID-19	✓	PG	Sept 24

Appendix 2: Risk Assessment template

		Negligible Hazard	Slight Risk to Property	Moderate Risk to Property / Slight Risk to Life	Moderate Risk to Life	Severe Risk to Life
	Unlikely to Occur	Low	Low	Medium	Medium	Medium
	Possible	Low	Medium	Medium	Medium	High
	Likely to Occur	Medium	Medium	High	High	High

At Brighton and Hove Montessori School we believe that the Health and Safety of children and adults is of paramount importance. The school position is not to guarantee a completely risk-free environment, rather: to identify and minimise the risks, encourage self-responsibility, and plan for effective response to possible risks and emergencies. Associated Policies: Health and Safety, First aid and Medical Emergencies, Fire Risk Assessment

Area/Activity					
Hazard	Hazard caused by	Who might be at risk	Level of risk - Action taken to reduce risk	Action by whom	Action by when