



**ST BERNARD'S PREPARATORY SCHOOL**

**RISK ASSESSMENT POLICY**

**ADVENT 2018**

# St Bernard's Preparatory School

## Risk Assessment Policy

### Mission Statement

**With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.**

**St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.**

### **INTRODUCTION**

Risk assessments are carried out in the school to determine the risk associated with working operations. The assessment is required to identify risks both to employees, pupils and to any other persons who may be affected.

Classroom risk assessments are updated annually and the responsibility for administering the completion of these lies with each individual teacher as general assessments of risks are best carried out by the staff that are responsible for managing them.

### **DEFINITIONS**

- A risk assessment is a tool for conducting a formal examination and estimation of the harm or hazard to people or property that could result from a particular activity or situation, and its severity.
- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the likelihood of the hazard occurring.
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits and insurance).

## **THE STARTING POINT**

### **The starting point for conducting a risk assessment:**

**Identify all of the potential hazards**, such as a child getting lost, or run over, a traffic accident, a child falling over, sun burn, getting cold or wet on an outing.

**Who might be affected by the hazards?** The children, staff, volunteers, school property, school reputation. Children with SEND and AN will need to be considered separately.

**What safety measures reduce the potential impact of the hazard?** Examples include: using a higher than normal staff ratio, ensuring that one member of the party is qualified in Paediatric First Aid; taking a first aid kit and water; frequent head counts; a clear missing child policy that is known to all; asking parents to send appropriate protective clothing to mitigate the impact of weather; sound preparation in advance, including briefing all of the adults (staff and volunteers) on their respective roles; taking a mobile phone.

**A risk assessment must be carried out for all outings. The Headteacher is available for advice.**

## **CONDUCTING A RISK ASSESSMENT.**

There are several possible techniques.

### **What areas need to be considered?**

- Activity and task to be undertaken.
- Levels of supervision: the nature and experience of the group and their medical conditions and the number of accompanying staff/ adults.
- Environment: the range of physical and weather conditions; any equipment to be used.
- Transport: drivers, vehicles; boarding and alighting trains, ferries, planes.
- Losing contact with pupils, staff or school: in transit and at location
- Loss of passport.
- Medical emergencies: First Aid provision.
- Communication of new information to the group, its staff and the school.
- Sports and games, swimming, etc.
- A contingency plan.

### **What are the hazards?**

- Stand back from the activity: is there anything with the potential to cause harm?
- How severe is the hazard: what are the possible consequences?

### **Whom might they affect?**

- The pupils, accompanying staff, members of the public.

### **What is the degree of risk?**

- The estimated chance, great or small, that someone will be harmed.

### **What safety or control measures are needed to manage the risk?**

- Include practical measures; regulations; specific group management; guidance to staff.

Risk = likelihood X severity. See table below.

RISK RATING (LIKELIHOOD)	OUTCOME	OUTCOME	OUTCOME	OUTCOME
	INSIGNIFICANT INJURY (e.g. minor cut)	SIGNIFICANT INJURY (e.g. chemical burn)	MAJOR INJURY (e.g. broken bone)	SERIOUS INJURY / FATALITY
HIGHLY UNLIKELY TO EVER OCCUR	0 TRIVIAL	1 LOW	1 LOW	2 MEDIUM
DOES OCCUR BUT ONLY RARELY	1 LOW	2 MEDIUM	2 MEDIUM	3 STOP
LIKELY TO OCCUR	1 LOW	2 MEDIUM	3 HIGH	3 STOP

- Trivial – no action or documentary records are required.
- Low (slight inconvenience) – consider whether the risk can be further reduced. Monitor to ensure controls are maintained.
- Medium (medical attention required) - risk reduction measures should be implemented within a defined period.
- High (fatality or serious injury leading to disability - give priority to removing or reducing the risk. Urgent action should be taken.

The person carrying out the risk assessment should record it, notify the EVC with details of the measures they should take to avoid or reduce the risks and then save it with the event file. Risk assessments should be reviewed annually. See Appendix 1.

### ROLE OF THE EDUCATION VISITS COORDINATOR (EVC)

Every trip risk assessment is checked and approved by the EVC as part of the process of approving each outing.

DfE guidelines state that schools should ask tour operators/ venues (or any other provider of off-site activities) for a copy of their safety management system. The Group Leader should check the accreditation or verification of operators and providers, and that they have adequate procedures.

### OTHER INFORMATION

Each member of staff is responsible for keeping copies of their own risk assessments. The Bursar keeps general and global risk assessments.

Training is provided by mentors and more experienced staff 'on-the-job' and in situ. It is also provided through scrutiny and feedback.

The Governors' SHS committee has oversight of this policy. This is followed up through the scrutiny visits of Governors. The Health and Safety Leader updates the Governors with any relevant reference and information.

**Applies to:**

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

**Related Policies:**

Safeguarding Portfolio, Health, Safety and Welfare, First Aid, Administration of Medication, Educational Visits and Off-site Activities, Lost and Uncollected Children

**Availability:**

This policy is made available to parents on our website [www.stbernardsprep.org](http://www.stbernardsprep.org) or a copy may be obtained from the school office on request.

**Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Headmaster. The Trustees will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than ONE/TWO year(s) from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by:

Headmaster\_\_\_\_\_

Date\_\_\_\_\_

Chair of Governors\_\_\_\_\_

Date\_\_\_\_\_

