St Hilary's Prep School Policy

Risk Assessment Policy

Introduction

St Hilary's actively promotes democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

Objectives

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- That identified control measures are implemented to control risk so far as reasonably practicable
- That those affected by school activities have received suitable information on what to do
- That risk assessments are recorded and reviewed when appropriate

Guidance

- The Business Manager is responsible for the implementation of this policy
- This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place.
- All staff receive guidance on risk assessment as part of their induction.
- A template risk assessment is included at Appendix A to this guidance
- Risk assessments will take into account:-
    - Hazard – something with the potential to cause harm
    - Risk – an evaluation of the likelihood of the hazard causing harm
    - Risk rating – assessment of the severity of the outcome of an event
    - Control measures – physical measures and procedures put into place to mitigate the risk

- The risk assessment process will consist of the following 6 steps:-
    - What could go wrong?
    - Who might be harmed?

- How likely it is to go wrong?
- How serious would it be if it did?
- What are you going to do to stop it?
- How are you going to check that your plans are working?

- The Business Manager is responsible for the maintenance of risk assessment records

- Risk assessments will be reviewed: -
  - When there are changes to the activity
  - After a near miss or accident
  - When there are changes to the type of people involved in the activity
  - When there are changes in good practice
  - When there are legislative changes
  - Annually if for no other reason

- A list of areas (non-exhaustive) which require risk assessment is included at Appendix B.

Reviewed: June 2019, July 2020, June 2021, June 2022, June 2023, June 2024, June 2025, September 2026
Next review date: June 2027
Person responsible: Mrs Hannah Wynn (Business Manager)

Appendix A

ST HILARY'S SCHOOL

RISK ASSESSMENT

Assessment Completed By		
Date of Assessment		
Persons at Risk		
Nearest A&E	Royal Surrey County Hospital, Egerton Rd, Guildford, Surrey, GU2 7XX	
Assessment Approved By	Signature:	Date:

Hazard	Risk Rating L/M/H Impact	Control measures	Risk Rating After Control Measures in Place L/M/H	Additional control measures required.

Near Misses which have increased the risk rating to pupils / staff / centre staff (if appropriate)								
Number of near misses:								
Date	Time	Who was involved? Please name if possible, otherwise tick.						
		Pupils	Staff	Volunteers	Centre Staff	Members of Public	Other	
		Who did you contact?						
		Ambulance	Fire	Police	Headmaster	DSL	Lead First Aid Officer	Other
Please give an account of what happened and any actions taken, or refer to specific paperwork if appropriate:								
Any actions put into place to ensure the risk is reduced as much as possible on future visits to the venue:								
Any further comments								

Appendix B

Educational
Science
Design and Technology
Sport and PE activity
Art
Music
ICT and The Hive
Performing Arts
General classroom
Outdoor Learning
Clubs – external providers
Productions
Trips – please see Educational Trips and Visits Policy for separate Risk Assessment Pro Forma

Support
Catering
Cleaning
Maintenance
Grounds
Office
Transport
Communal areas
Events – please see Educational Trips and Visits Policy for separate Risk Assessment Pro Forma