



# St Hilary's School

## 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**

**Next review date: June 2023**

**Person responsible: Mrs Hannah Wynn (Business Manager)**

## Appendix A

### St Hilary's School

#### RISK ASSESSMENT

<b>LOCATION / ACTIVITY</b>		
<b>Assessment Completed By</b>		
<b>Date of Assessment</b>		
<b>Persons at Risk</b>		
<b>Nearest A&amp;E</b>	Royal Surrey County Hospital, Egerton Rd, Guildford, Surrey, GU2 7XX	
<b>Assessment Approved By</b>	Signature:	Date:

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

## **Appendix B**

### **Educational**

Science

Design and Technology

Sport and PE activity

Art

Music

ICT and The Hive

Drama and Dance

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