



# St Hilary's School

## Risk Assessment Policy

### Introduction

St Hilary's actively promotes democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Moto '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 Bursar 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 Bursar 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

Next review date: June 2020

Person responsible: Richard Clark

## Appendix A

### ST HILARY'S SCHOOL

#### RISK ASSESSMENT TEMPLATE

Location/Activity	
Date of assessment	
Assessment completed by	
Persons at risk	

HAZARDS (What could go wrong?)	RISK Low/ Medium /high	POSSIBLE OUTCOME (how serious could it be?)	CONTROL MEASURES (What precautions do you have in place?)	FURTHER CONTROLS REQUIRED (Do you need to put anything else in place to manage the risk?)

## **Appendix B**

### **Educational**

Science experiments  
Design and Technology  
Food Technology  
Sport and PE activity  
Art  
Music  
ICT  
Drama and Dance  
General classroom  
Forest Schools  
Clubs  
Productions  
Trips

### **Support**

Catering  
Cleaning  
Maintenance  
Grounds  
Office  
Transport  
Communal areas  
Events