



# Elstree School

Including all of the Pre-Prep Department and Early  
Years Foundation Stage

## Risk Assessment Policy

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Elstree School is a Company Limited by Guarantee No 690450 (England)

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## **Introduction**

It is the intention of Elstree School to fully comply with the requirements of the Management of Health and Safety at Work Regulations 1999. Where necessary the School will obtain expert advice in order to complete risk assessments.

## **Responsibilities**

The Governors of Elstree School are ultimately responsible for the completion of risk assessments. On a day to day basis this will be delegated to the Bursar who in turn will ensure that Heads of Department and Departmental Managers undertake risk assessments in their area of responsibility. Owen David Risk Management Ltd will be used to assist in this process.

The Bursar is responsible for ensuring risk assessments are completed for areas that are not covered by any Head of Department/Manager. This will include the Common Room, general hazards in the main buildings and access hazards in external areas including pedestrian and transport safety.

## **Activities Requiring Assessments**

It is the policy of Elstree School to ensure that all activities undertaken on site as well as those off site including sports activities and School trips have risk assessments undertaken. All staff will be given instruction as to how best to complete risk assessments.

## **Completion of Risk Assessments**

### **Definitions**

Often assessors get confused between the definitions of Hazards and Risk.

A **Hazard** is anything with the potential to cause harm and could include a hazardous chemical used in science or by cleaners, a hazardous machine or a hazardous process such working on a ladder.

A **Risk** is the likelihood or probability that the hazard might be realised and cause harm as well as the likely number of people who might be affected.

## **The Five Steps to Risk Assessment**

### **Step 1 – What are the Hazards?**

Consider what there is in the work area that might cause harm. This might be machines or chemicals, or the actual activity itself such as a sport or a trip. It is necessary to consider common issues such as slips and trips, use of electrical equipment and manual handling.

### **Step 2 – Who may be harmed?**

Consider each hazard and who may be harmed and how they be harmed.

- Pupils, Teachers, Support Staff, Visitors, Contractors. Consider more vulnerable groups such as very young, the disabled or lone workers.
- How might the harm occur? Slip or trip, falls from height, impact during sport, contact with hot surface in kitchen, contact with dangerous machinery. It may be necessary to seek advice.

### **Step 3 – What are you doing already?**

Once the hazards have been identified consider what controls are already in place. First ask if you can avoid the hazard altogether, if not can you complete the activity in a better way. Look at guards fitted to machinery, the level of supervision and use of personal protective equipment. For sports are they coached and supervised properly?

### **Step 4 – Is there anything further that can be done to reduce the risk?**

Consider if any further controls are needed to reduce the likelihood of harm?

### **Step 5 – Monitor and Review**

Ensure checks are made to ensure that the risk assessments are being followed and implemented. This can be achieved by auditing and inspection.

Review the assessments regularly. Workplaces change and new equipment can be brought in. New sporting activities or equipment may be in use. Assessments would need to be amended and updated.

## **Risk Assessment Format**

An example form is included in appendix I and has been used to complete the most recent risk assessments.