



## **Risk Assessment Policy**

Policy Leader: David Martin  
Reviewed Date: October 2023  
Review Date: October 2025

Ghyll Royd School, Pre-School and Nursery is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment.

### **Policy Statement**

Ghyll Royd School and Pre-School believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

This Policy requires:

- suitable risk assessments are undertaken for activities where there is likely to be significant risk, including school trips;
- identified control measures are implemented to control risk so far as reasonably practicable;
- risk assessments are recorded and reviewed when appropriate.

### **Carrying out a risk assessment**

Our risk assessment processes follow five steps to assess the level of risk and who might be affected :

- Identification of risk: Where is it and what is it?
- Who is at risk: children, teaching and operational staff, parents etc.
- Assessment of the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?

- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

### **Responsibility for assessing and managing risk**

- Risk assessments will be reviewed when required by the Educational Visits Co-ordinator Mrs Rebecca Picken, the Headteacher Mr David Martin and the Health and Safety Co-ordinator Mr Arron Davis
- The Educational Visits or Health and Safety Co-ordinator and Headteacher will review and authorise the Risk Assessment and record them on the Staff Sharepoint and Policy Sharepoint Sites.
- Training for staff in risk assessment procedures will be carried out at least every two years and as part of a new member of staffs induction. Staff are made aware of their responsibilities for ongoing risk-assessment, identifying potential hazards and reporting them via regular refresher training. Safeguarding always a key consideration in any risk assessment.
- Our risk assessment process covers adults and children and includes: checking for and noting hazards/risks indoors and out, in our premises and our activities;
- The importance of risk assessment is explained to all staff who are encouraged to participate in our risk assessment procedures.
- Our risk assessments are easily accessible to all staff via the Staff Sharepoint Site.
- The Health and Safety Co-ordinator and/or the Headteacher will decide which areas need attention and develop an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- A daily risk assessment undertaken by the Nursery staff in the EYFS and a Termly Health and Safety Audit is undertaken by a member of staff in the school.

### **Key risks, risk areas and activities**

The school has a risk register that covers public access to the school and pupils; educational visits; traffic movement on site; hazardous equipment; hazardous substances; fire and emergencies (see separate policies); playground supervision; forest school; cleaning; catering; sports hall; sporting activities; art. New toys and equipment are risk assessed before being offered to the children .

## **Reviewing risk assessments**

The risk assessments are written and are reviewed at least annually by staff the Headteacher and the Health and Safety Co-ordinator. Samples of Risk Assessments are provided to the Health and Safety Governor during their termly visit to assess their effectiveness. They are also reviewed:

- In response to changes in good practice guidance or legislation
- When an activity changes
- When monitoring and evaluating their effectiveness during monthly and yearly reviews
- When the pupils involved change or in response to a pupil's particular needs
- After a near miss or accident

Any changes to Risk Assessments are communicated to staff and Governors when and where appropriate.



# Ghyll Royd School and Pre-school

A foundation for life

Risk Assessment for:

Assessed by:

Date:

What are the hazards?	Who could be harmed and how?	What are the control measures	Risk rating	What further actions are required?	Action by whom?	Action by when?	Date done
		•		•			
		•		•			
		•		•			
		•		•			

# Risk assessment calculator

## Likelihood

The likelihood of something happening can be graded as:

**1** = Low (seldom)

**2** = Medium (frequently)

**3** = High (certain or near certain)

## Severity

The severity of injury if something does happen can be graded as:

**1** = Low (minor cuts and bruises)

**2** = Medium (serious injury or incapacitated for 3 days or more)

**3** = High (fatality or a number of persons seriously injured)

	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>
<b>Likelihood</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
		<b>1</b>	<b>2</b>	<b>3</b>

## Risk rating

1 – 2 = low priority

3 – 4 = medium priority

6 – 9 = high priority

## Severity