

RISK ASSESSMENT

Policy applies from EYFS to Sixth Form and to all Staff	
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Author:	Mrs Louise Brennan

Version	Date	Paragraph	Material change	Approval
03.23 v1	15.03.2023	All	Policy re-drafted.	Mrs Louise Brennan
04.24 v1	19.04.2024	N/a	No material amendments.	Mrs Louise Brennan

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

Adventure
 Child Protection and Safeguarding
 Educational Visits
 EYFS First Aid
 First Aid
 Head Injury and Concussion
 Health and Safety
 Premises
 Recruitment, Selection, Disclosure and SCR
 Risk Management

1. Purpose of this policy

A risk assessment is an important tool in protecting the School's pupils, staff, visitors and volunteers by analysing risks and hazards and identifying risk reduction measures. This identification of risks ensures risks are controlled as far as possible.

The purpose of this policy is to ensure that:

- those responsible for conducting risks assessments and monitoring their implementation are identified;



- suitable risk assessments are carried out for activities which the School believes involve risks which necessitate a risk assessment, with a view to safeguarding and promoting the welfare of all pupils, staff, visitors and volunteers;
- measures are implemented to control risk as far as reasonably practicable;
- risks assessments are recorded, reviewed and evaluated where appropriate; and
- adequate training is provided to make sure those responsible for the risk assessment and the activity are knowledgeable and fully able to carry out their responsibilities.

2. Terminology

“Offsite” means all educational visits, offsite adventure school activities and offsite Duke of Edinburgh activities. “Onsite” means all other school activities, including onsite and offsite sport.

3. What is a risk assessment?

A hazard is something with the potential to cause harm, a risk is an evaluation of the probability (or the likelihood) of the hazard occurring, and a risk assessment is the resulting assessment of the severity of the outcome.

A risk assessment is a systematic tool used at Clifton High School to protect the welfare of pupils, staff, visitors and volunteers at the School. This is achieved by conducting a formal examination of the harm or hazard that could result from a particular activity or situation, the risk of the harm happening and the likely outcome.

All onsite risk assessments operate on the principle that there is a likelihood of something happening and this is related to the consequence expressed in terms of severity of that occurring. The purpose of the risk assessment is to identify the risk and mitigate the likelihood, such that the severity is non-existent or very greatly limited.

4. Professional support for risk assessments

Clifton High School engages the services of a Chartered Member of the Institute of Occupational Safety and Health (IOSH) who is a qualified Health and Safety Advisor from Delegated Services CIC. The Health and Safety Advisor is on call should the School require their services and visits the School each term (and as requested) to conduct, review and audit health and safety and risk management at the School. The Health and Safety Advisor reviews the practice and procedures in selected departments, conducts risk assessments, provides training for staff and ensures that the School is compliant with all current and draft legislation.

The Estates and Operations Director has completed relevant formal training and examinations similar to the Institution of Occupational Safety and Health (IOSH) Managing Safely course.



The School also engages the services of an educational visits consultant who advises on residential and high-risk offsite activities and trips.

5. When is a risk assessment completed?

Clifton High School has an active approach to risk and is risk aware, but not risk averse. It is always safer to think “what if” and not “if only”.

Onsite risk assessments are prepared if there is a high-risk activity, the activity involves volunteers or visitors, or the activity is going to take place outside of normal school hours. Risk assessments are carried out for all offsite activities.

Risk assessments are updated when a new risk is identified or when an existing risk assessment is reviewed.

Advice is always available from the Estates and Operations Director and members of the Senior Leadership Team to Heads of Department or members of staff planning any event or activity.

6. Who conducts risk assessments?

Risk assessments are conducted by the Head of Department, the visit leader or the individual leading the activity. All onsite risk assessments are approved by the Estates and Operations Director, with support provided as required from the Deputy Head, Pastoral, the Health and Safety Advisor and other subject matter experts. All offsite risk assessments are approved by the Educational Visits Co-ordination Team with support provided as required from the educational visits consultant.

Electronic copies of completed onsite risk assessments are kept in the Risk Assessment folder on SharePoint. Electronic copies of completed offsite risk assessments are stored in Operoo and also available to view in the shared school calendar in Outlook.

7. Categories and content of risk assessments

7.1 Generic onsite risk assessments

Generic onsite risk assessments are completed for hazards or activities that are common throughout the School such as an event in the main hall, or a classroom which is not used for a specific activity like Food and Nutrition or Art. These specialist areas have their own risk assessments.

The risk assessment involves creating a numeric value derived from the severity multiplied by the likelihood and has been used at Clifton High School for several years so is well understood by staff.

What is the Task/Activity that needs to be documented?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either eliminate or reduce the risk of an accident happening?
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7.2 Specific onsite risk assessments

Specific onsite risk assessments are completed for specific activities and situations. These on-site risk assessments are prepared by the department leads and are shared with the Estates and Operations Director for final sign off.

The School follows the advice of our Health and Safety Advisor and IOSH and has introduced a proforma to cover very specific fixed installations. This format describes the risk as High, Medium or Low for a generic risk and uses colour to indicate the risk before and after actions to be undertaken.

The format of the risk assessment is shown in tables 1 and 2 below.

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (Likely/probable)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix:

Potential severity of harm + Likelihood/ probability of Harm = Risk rating

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	VERY HIGH	HIGH	MEDIUM
Serious Injury	HIGH	MEDIUM	LOW
Minor Injury	MEDIUM	LOW	LOW

7.3 Risk assessments for onsite equipment or services

These type of risk assessments are prepared by a third party (i.e. a competent professional from a supplier) and are not completed by members of staff. These third parties prepare risk assessments using their own template and risk assessment procedures. The risk assessment used by a scaffolding contractor is a good example of this third category.

7.4 Risk assessments for offsite activities

The visit leader will refer to the Educational Visits policy in the first instance. The visit leader will then complete the risk assessment proforma and submit it to the Senior Deputy Head for checking and approval.

If the Senior Deputy Head has any issues with the risk assessment, the visit leader is informed, the issue rectified and the risk assessment is re-submitted for approval. Where required, specialist advice will be taken e.g. School insurance broker or educational visit consultant before the activity takes place,

8. The risk assessment process and controlling the risk

The risk assessment process will consist of the following five steps:

- identify what the hazard is;
- identify who might be harmed and how;
- evaluate/assess the risk - how likely is it to go wrong and how serious would it be if it did;
- identify control measures - what are you going to do to stop it; and
- determine how are you going to check that your plans are working.

When controlling risks, the following principles should be applied, where possible in the following order:

- eliminate the hazard altogether;

- substitute it by something less hazardous or risky;
- prevent access to the hazard e.g. by guarding
- organise measures to reduce exposure to the hazard;
- create safe methods of work and safe systems of work designed to reduce the risk;
- issue personal protective equipment e.g. clothing, footwear, goggles etc;
- provide welfare facilities e.g. first aid and washing facilities for removal of contamination;
- provide suitable information, instruction and training; and
- ensure appropriate supervision.

9. Specific arrangements to manage identified onsite risks

The Estates Manager arranges for specialist companies and organisations to manage and provide documentation for specific areas of risk, including Fire Alarms, Lightning Conductor and Electrical and Gas safety inspections.

10. Significant risk areas - Departments and Plant

There are specific areas/departments that have been identified as involving activities which present significant risk. The department head is responsible for ensuring health and safety in each area and for preparing, reviewing and updating appropriate risk assessments. The department head is also responsible for briefing the relevant team members.

11. Review

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 change; and
- every two years if for no other reason.

12. Training

Training is provided for staff on induction and at annual CPD sessions. The Estates and Operations Director is on hand to provide one on one training, as it is recognised that some members of staff will not prepare risk assessments regularly and will therefore require refresher training.

A blank risk assessment template is available on SharePoint and example risk assessments are also provided to assist members of staff with preparing risk assessments.



13. Monitoring and Evaluation

The Estates and Operations Director reviews a sample of risk assessments each year from the departments which the School deems to involve high risk activities.

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