



**PARK PRIMARY
ACADEMY**
Risk Assessment Policy

Last Reviewed: April 2025

Next Review: April 2026

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1. Introduction

Health and Safety legislation requires every employer to carry out a "suitable and sufficient" assessment of the risks to health and safety of both employees and persons not in their employment arising out of or in connection with their work activities. The law does not require that we eliminate all risk, but to protect people as far as 'reasonably practicable'. For significant risks these assessments should be formally documented and all staff made aware of them. In school settings it is the responsibility of the Head Teacher to ensure risk assessments are conducted. The actual assessment process may be delegated to other members of staff who are responsible for controlling the risk. Training is completed through Health and Safety training course.

2. What is a Risk Assessment?

A risk assessment is nothing more than a careful examination of how people could be harmed from a particular activity or situation. The assessment helps to identify the likelihood of harm and whether adequate precautions have been taken or if further control measures should be introduced to reduce the risk of harm to as low a level as possible.

3. When would a Risk Assessment take place?

There is an expectation that Risk Assessments will be carried out for all activities that present a risk. Written risk assessments must be completed for all school trips, adventurous activities, children's health and medical welfare and building works.

4. Definitions

Hazard: something with the potential to cause harm. For example a hazardous substance, working at height or the behaviour of a young person

Risk: the likelihood of potential harm occurring. For example ingesting the hazardous substance, falling from a ladder, physical assault. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

Control Measure: Action taken to prevent someone being harmed. For example labelling and storing hazardous substance securely etc.

5. Five Steps to Risk Assessment

Step 1 – Identify the Hazards

In most cases these can simply be identified by observation of the task /workplace and consulting with those staff involved in the activity. The focus should be on identifying the significant hazards and not the trivial.

Step 2 – Identify who might be harmed and how

The next step is to decide who might be affected by the hazard/s. This could include staff, children, contractors, visitors and/or members of the public depending on the nature and location of the activity. Some individuals may have particular requirements e.g. new and young employees, new and expectant mothers, those with disabilities / medical conditions etc. and may be at particular risk.

Step 3 – Evaluate the risks and decide on precautions

Having identified the hazards you must now decide what to do about them by considering the existing procedures and controls in place and determine if any additional actions need to be taken. I.e. whether you have done all that is reasonably practicable to reduce the risk of harm occurring. Ensure all of the control measures you have in place against each identified hazards are listed. In evaluating the risk the likelihood of harm occurring and the severity of potential injury should be considered. This will help identify the urgency of control measures and whether, following the introduction of controls the risk can be reduced sufficiently. This may be done using a simple High, Medium and Low system as outlined below.

Very High	Unacceptable risk – immediate action required You need to identify further controls to reduce the risk rating if activity is to continue.
High	Risk reduction required – high priority May only take place if good control measures can be implemented.
Medium	Medium risk – action required if practicable. If it is not possible to lower risk further, you will need to consider the risk against the benefit. so far as is reasonably practical
Low	Low priority – further risk reduction if practicable
Very Low	Low risk – no further action required.

		SEVERITY				
		Minor injury (e.g. Superficial injury or temporary discomfort or distress)	First aid injury	>3 day injury (e.g. Sprains, minor fractures etc.)	Major injury (e.g. major fractures, amputations, fatality, life shortening illnesses)	Fatality
PROBABILITY	Remote Possibility					
	Might happen					
	Feasible					
	High probable					
	Invariably happen					

Step 4 – Record and Implement the Findings

A risk assessment must be suitable and sufficient, the level of detail in a risk assessment should be proportional to the risk. The purpose is not to detail each trivial hazard but to ensure that significant hazards are adequately assessed with the aim of informing safe working practices. In the majority of cases the use of simple bullet pointed controls would be sufficient. Staff should be involved throughout the risk assessment process and upon completion risk assessments should be centrally filed and shared with all those (staff, contractors etc.) who may be affected. Completed risk assessments should be signed off by the person completing the assessment and should be agreed by the Head of School or in some cases by the Education Visits Coordinator (EVC).

Step 5 – Review

Risk assessments should be reviewed regularly i.e. annually or as soon as any significant changes have occurred. You should review a risk assessment immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required. The Headteacher and EVC will be responsible for checking the review.

6. Use of model / generic risk assessments in the Curriculum

The process of risk assessment and the recording of significant findings are required by health and safety legislation. In accordance with HSE guidance, 'model' risk assessments developed by national bodies such as CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) may be adopted where schools:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

Simply referring to model assessments or other published schemes is insufficient, in particular with regard to curricular activities it must be possible to evidence that these assessments have been consulted, adapted where necessary and the protective and preventive measures required have been taken into account.

Risk assessment within the curriculum should be a process involving comparison with the model risk assessment and adaptation to local circumstances where necessary, such as the size of room, class size, behaviour of the class to be taught etc. This is best achieved by incorporating risk assessments into materials normally used in teaching and annotating texts used daily i.e. schemes of work, lesson plans, worksheets etc.

7. Health and Safety in the Curriculum

Throughout the Greatfields Primary School Curriculum, there are times when the children will be working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar. This may occur in all curriculum areas, residential and visits, but in particular science, design and technology, information and communication technology, art and design, and physical education, need a particular focus as they require the use of more specialised equipment.

Children should be taught:

- about hazards, risks and risk control;
- to recognise hazards, assess consequent risk and take steps to control the risks to themselves and others;
- to use information to assess the immediate and cumulative risks;
- to manage their environment to ensure the health and safety of themselves and others;
- to explain the steps they take to control risks.

8. Guidance

This guidance aims to familiarise teachers with some of the terms used and how to teach the concept of risk and develop children's ability to assess and control risks.

Some terms explained:

- Hazard means anything that can cause harm.
- Risk is the chance, high or low, that somebody will be harmed by the hazard.
- Risk control involves taking steps to reduce the chance, and/or mitigate the consequences, of the hazard causing harm.
- Risk assessment evaluates the risks and decides whether precautions are adequate or more should be done.

Teachers are aware of the concept of risk to their children through risk assessment training. Consistent messages on risk awareness, delivered at the appropriate developmental level throughout a pupil's time in school, will result in them being better equipped to deal with situations of uncertainty and change, both in and out of school.

Children will need to be taught about the hazards, risks and risk control within the context of their work in these subjects so that risk awareness forms an integral part of their learning and development. The children will gain an understanding of – and skills in – recognising hazards, risks and uncertainty in a range of contexts. Other subjects will also provide opportunities to develop risk awareness.

Teaching about the concept of risk will help children make their own decisions about risk so that they can:

- recognise the existence of hazards, risks and uncertainty in a range of contexts;
- assess their own ability, and the ability of others, to deal with different situations;
- assess the consequences when dealing with hazards presented to themselves and to others (for example, within school, the environment, the home);
- seek advice from appropriate sources to minimise and manage risk;
- understand that rules and regulations follow from risk assessment and help define individual and collective responsibility.

All staff are required to complete risk assessments throughout the day on an informal basis, however if a risk is deemed to be high then teachers are required to complete a separate risk assessment.

Appendix I – Risk Assessment template

Department:		Service:		Reference:	
Activity:			Site:		
People at risk of harm:			Additional Information:		Personal Protective Equipment (PPE)
Name of Person Completing Form: Job Title: Date:				Last Reviewed on By:	

Hazard	Risk (How people might be harmed?)	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)	Final Rating L, M, H
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