



Risk Assessment Policy

St. Martin's Preparatory School

(whole school policy including EYFS)

St. Martin's Preparatory School accepts that some of the activities carried out on the school premises *and* off-site, unless properly controlled, expose Staff and/or Pupils and other to some risks and will take all reasonably practicable measures to reduce these identified risks to an acceptable level.

The School will take steps to ensure that Risk Assessments are carried out that will specify the hazards associated with the working process together with any necessary preventative and protective measures to control the risks identified in the Risk Assessment. Any member of Staff who discovers a hazard during work should report the hazard to the Head Teacher. The person with responsibility for implementation and operation of the Risk Assessment Procedures is the Head Teacher.

Planning & Organisation for Risk Assessment

In planning the Risk Assessment process the School will follow the principles of prevention established at Regulation 4 to the Management of Health & Safety at Work Regulations 1999 and at Schedule 1 to the Regulations. These principles will be used to direct the approach adopted by the School in identifying and implementing the necessary measures.

Management of Health & Safety at Work and the Principles of Prevention to be Applied.

1. If possible avoid the risk altogether, e.g. do the work in a different way, taking care not to introduce new hazards.
2. Evaluate risks that cannot be avoided by carrying out a Risk Assessment.
3. Combat the risk at source rather than taking palliative measures e.g. if the steps are slippery treating or replacing them is better than displaying a warning sign.
4. Adapt work to the requirements of the individual. Aim to alleviate monotonous work and paced working practices and increase the control employees have over the work they are responsible for.
5. Take advantage of technological and technical progress.
6. Implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be eliminated all together, taking account of the work organisation, working conditions, the environment and relevant social factors.
7. Priority should be given to collective protective measures over individual measures.
8. Ensure that all employees understand what they must do.
9. Promote a positive culture of workplace health & safety within the organisation. Avoidance of risk at work should be the accepted approach within the School. All levels of the organisation must recognise this principal and commit themselves to it.

These are general principals rather than individual prescriptive requirements. They should be applied wherever it is *reasonable* to do so.

The School will address Risk Assessment with a formalised approach, rating **HAZARDS** (potential to cause harm) identified in the work process and the **RISK** (likelihood of occurrence and the population exposed). The Risk Assessment will be implemented with a *3 phase* plan.

Phase 1. Carrying out of an *Initial Hazard Assessment* to identify possible hazards.

Phase 2. Implementation of *Detailed Risk Assessment* whereas need has been identified during the Initial Hazard Assessment. Risk Assessments will apply a Risk Rating and priorities actions.

Phase 3. Development of a *Health and Safety Plan* identified hazards to be addressed, the Responsible Person, Priority, Due Date for completion and Actual date completed.

The Risk Rating system will include details of the hazards classifying them to the following criteria:

LIKELIHOOD		SEVERITY	
	Low	Medium	High
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Risk & Priorities	EMPLOYER / MANAGEMENT ACTION
Trivial	No action is required and no documentary records need to be kept. It should however, be borne in mind that where a risk has been determined to be trivial the employer may at a future date be required to justify this assertion. A record may help in proving that a Risk Assessment for the operation or task
Low Priority (Tolerable)	No additional controls are required. Consideration may be given to a more cost- effective solution or improvement. Monitoring is required to ensure that the controls are maintained.
Medium Priority (Moderate)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be identified and implemented as detailed at the Health & Safety Plan.
High Priority (Substantial)	Work should not be started until the risk has been reduced. Considerable resources may be required to reduce the risk. Where the risk involves work in progress, immediate action should be taken.
Immediate Priority (Intolerable)	Work should not be started or continued until the risk has been reduced. If it is not possible to reduced risk even with resources, work has to remain prohibited.

Risk Assessment will be undertaken in consultation with members of Staff. The School recognises that Staff input is an important element of the process. The function of the Risk Assessment Process will be to formulate a system of Control Measures for the hazards identified associated with the daily working environment and actual working conditions.

Date	Name of reviewer	Date of next review
Apr 2015	Mr S Thompson	Apr 2017
May 2015	Mr A Khan	April 2017