



## Risk assessment policy

### Introduction

Risk Assessments are necessary to meet the requirements of the Management of Health and Safety at Work Regulations 1999. Under the Regulations we are required to make a suitable and sufficient assessment of the risks to the health and safety of all pupils, staff, members of the Council of Management, contractors and visitors to the school who could be affected by our activities. Risk assessments of all areas of the school are carried out, as are assessments of 'off site' activities, i.e. class trips and visits.

Overall responsibility for Health and Safety at Work (HSW) is vested in the members of the council of management as 'employers' under the Health and Safety at Work etc. Act 1974.

The Bursar is operationally accountable for Health and Safety at Work, although all school staff are responsible for ensuring there is a safe environment.

### What is a Risk Assessment?

A risk assessment is a careful, formal examination of the harm or hazard to people that could result from a particular activity or situation.

A hazard is something with the potential to cause harm. A risk is the probability that someone could be harmed by the hazard and an indication of how serious the harm could be.

A risk assessment is the resulting assessment of the severity of the outcome and the risk control measures are the procedures that are put in place in order to minimize the consequences of the risk.

### The Risk Assessment

The standard risk assessment form should be used for all risk assessments. The important thing is that the assessment is written and written in such a way that is clear and easy to understand and follows five basic steps:

Identify the hazard

Decide who might be harmed and how

Evaluate the risks and decide on precautions

Record the findings and implement them

Regularly, review the assessment and update if necessary. "No change" is a review decision and should be recorded as such.

---

***Always check online for the most recent policy.***

## **Methods of Assessment**

The methods adopted follow the basic guidelines set out in The Health and Safety Executive (HSE) Approved Code of Practice. Risk Assessments are carried out by the member of staff accountable for the particular activity, room or event in question. Risk assessments must be approved by the Bursar or Education Administrator. A record of the assessments will be kept on file.

## **Sources of Information**

The information used for Risk Assessments is obtained either from direct observation of the activities being undertaken or from the author's knowledge of the relevant activity, room or event. Further information can be obtained from accident reports, manufacturers' instructions, i.e. chemical data sheets, the HSE website, CLEAPSS.

## **Time Scales**

All risk assessments should be submitted to the Bursar for approval at least 48 hours in advance. Class trip risk assessments should be submitted 7-10 days prior to the trip.

## **Communication of information**

The school's health and safety committee is the main forum within the school for discussing and reviewing risk assessments. Academic and support departments are represented on the committee and individuals are able to brief members on the status of the risk assessments in their own areas of responsibility.

## **Responsibilities of Staff**

All staff receive information on the school's arrangements for risk assessments and specialist training is given where required.

Staff are responsible for their own safety and that of pupils, contractors and visitors and are further responsible for cooperating with the Bursar and other members of the Coordination Group in order to enable the Council of Management to comply with their health and safety duties.

Staff are also responsible for reporting any defect, accident or incident that is liable to affect health and safety.

## **Access by Pupils**

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, i.e. science laboratories, cellars, craft workshop, estates workshop, etc. Doors to these areas are locked when not in use and pupils have access to these areas only when accompanied by a member of staff.

Policy last reviewed August 2016

Lesley Taberer, Bursar

Updated June 2017

Bursar and Health and Safety Committee

---

***Always check online for the most recent policy.***

Elmfield Rudolf Steiner School Ltd. Company No. 01141571 Charity No. 527521 <http://www.elmfield.com>  
Member of the Steiner Waldorf Schools Fellowship