



Caversham Preparatory School

Policies and Procedures

310 Risk Assessment Policy

Risk Assessment Policy

Including those in the EYFS (Early Years Foundation Stage)

Introduction

A Risk Assessment is a tool for conducting a formal examination of the harm or hazard to pupils, staff, the school that could result from an activity or situation.

Definition

- A hazard is something with the potential to cause harm
- A risk assessment is an evaluation of the probability (or likelihood) of the hazard occurring and putting in control measures to ameliorate the risk

Objectives

- To ensure that risk assessments are undertaken for activities both in school where there is likely to be significant risk
- To ensure that risk assessments are undertaken for activities out of school
- That identified control measures are implemented to control risk as far as reasonably practicable
- That those affected by school activities have received suitable information on what to do
- That risk assessments are recorded and reviewed when appropriate.

Method of Recording

- Risk Assessments are completed by the member who is leading the activity or whose area of responsibility it is within the school.
- Risk Assessments must be completed on the standard school format.
- Risk Assessments must be written in a timely manner so that they can be read by the Head Teacher and adapted, if necessary,
- All Risk assessments must be signed off by the Head Teacher.

Review

The Risk Assessment Policy, its contents and its effectiveness will be reviewed annually by the Head Teacher and other members of the SMT. The findings of this meeting will be discussed with the governors.

Staff Training

Staff will be trained annually on the school's risk assessment policy and procedures.



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Annex 1 Risk Assessment Table

Health and Safety Checks	Frequency	By Whom
Outdoor Environment	Monthly	Head Teacher & Bursar
F1 and YR Classroom Check	Daily	F1 and YR Teacher
F1 and YR Garden Check	Daily	F1 or YR Teacher
Classroom Checks	Daily	Class Teacher
Food Hygiene & Safety	Daily	Catering Staff
Pupil Welfare	Frequency	By Whom
Off-site Trips/Sporting Fixtures	When required	Lead Teacher
Food Allergies	When required	Lead First Aider
Administration of Medicine	When required	Lead First Aider
Outward Bound	When required	Lead Teacher
Recruitment	Frequency	By Whom
Criminal Conviction Check	Before offered employment	Bursar and Secretary
Fitness to work	Before offered employment	Bursar and Secretary
Disability Check	Before offered employment	Bursar and Secretary
Right to work in the UK	Before offered employment	Bursar and Secretary
History of mental illness	Before offered employment	Bursar and Secretary
Social Media Check	Before offered employment	Bursar and Secretary
Safeguarding		
Visitors	When required	Head Teacher
Workers on Site	When required	Bursar
Parent Helpers	When required	Head Teacher
Lessons (risk assessment is done by the teacher but not documented)		
Food Hygiene	Prior to relevant lesson	Teacher
Physical Education	Prior to relevant lesson	Lead Teacher
Science	Prior to relevant lesson	Teacher
Design Technology/Art	Prior to relevant lesson	Teacher
Swimming	Prior to relevant lesson	Swimming Coach
Lessons (documented)		
Home match	Prior to the match	Lead Teacher
Science - if using equipment stated in the Science Health and Safety document	Prior to relevant lesson	Teacher
Design Technology - if using saws.	Prior to relevant lesson	Teacher
Swimming (walking to the pool, parent helpers, pool safety, fire safety)	Swimming Risk Assessment done in conjunction with	Head Teacher



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	Queen Anne's Pool Safety Risk Assessment.	
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Annex 2 – Covid-19 Addendum

Covid-19 Risk Assessments written and re-written by the Head Teacher in response to each changing statutory advice and advice particular to our school.



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Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

Quoted Legislation and Guidance

Review Schedule

This policy is subject to annual reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
C Neal	Oct 2017	
J Lawson	07.09.20	Science and Outward Bound added
J Lawson	08.02.21	Updated Formatting, Addition of Covid-19 Addendum
J Lawson	Sept 2022	Reviewed for Staff Induction