



# FINTON HOUSE SCHOOL

RISK ASSESSMENT POLICY  
ISSUE 3 | SEPTEMBER 2024

OPEN HEARTS A

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## 1 Introduction

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Finton House School recognises that Risk Assessment is one of the keystones of good H&S management which can make a significant contribution to promoting welfare and reducing health and safety risks to employees, pupils, visitors and others who may be affected by the way in which the school operates.

Finton House School completes comprehensive risk assessments for all potentially hazardous activities and situations, regularly review them, and implement the controls necessary to reduce the risks to an acceptable level following the principles of prevention: eliminate the hazard at source, reduce the hazard, prevent contact with the hazard, implement safe systems of work, and employ personal protective equipment.

Finton House School provides training and comprehensive guidance for employees on how to complete risk assessments.

## 2 What Is A Risk Assessment?

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A risk assessment is a systematic method of looking at the school environment and activities to identify things that could happen or go wrong and cause injury or ill health, and deciding on the actions needed to prevent this. It is not always possible to remove all the risks, but they should be reduced or minimised to an acceptable level. Risk Assessment helps to protect:

- Pupils, employees, visitors, contractors and members of the public.
- The school and its reputation.

## 3 What Are the Legal Requirements?

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The Management of Health and Safety at Work Regulations 1999 require risk assessments. They must be 'suitable and sufficient', i.e. they should show that:

- A proper check was made.
- All the people who could be affected were considered.
- All the obvious, significant hazards and risks were considered.
- The precautions are reasonable, and the remaining risk is low.
- The relevant staff were included in the process.
- Risk assessments must be written down if the organisation has more than five employees.

## 4 Types of Risk Assessment & Responsibilities

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There are four main types of risk assessment:

1. Master Risk Register - This enables the school to maintain an overview of all the hazards and risks in the school. This enables the more significant risks to be identified so that resources can be targeted at monitoring and controlling them.

The School's Master Risk Register is kept in Excel format in the Risk Assessments section of the Health and Safety Drive. A snapshot of the Risk Register is included in **Appendix A**.

2. Risk assessments required by specific legislation such as the Fire Safety Order, the Control of Substances Hazardous to Health Regulations, or the Work at Heights Regulations.
3. Area / activity risk assessments such as classrooms, laboratories, extra-curricular activities or offices and sports activities, educational visits and drama productions.

4. Individual (personal) risk assessments triggered by a specific event such as a member of staff announcing she is pregnant, or if an individual pupil or member of staff has special needs relating to H&S eg. as a result of a disability or illness.
5. An individual pupil risk assessment for their welfare in accordance with paragraph 16 of the Education (Independent School Standards) Regulations 2014.

Staff members are responsible for completing and regularly reviewing the risk assessments for all the areas and activities they are responsible for. The Bursar is overall responsible for the Risk Assessment Register and Risk Assessments required by specific legislation. Area and activity risk assessments are the responsibility of the individual running that area/activity.

It is good practice for all the relevant staff to be involved with completing and reviewing the risk assessments as they will have useful information about how the tasks or activities happen in practice, what can (and sometimes does) go wrong.

## 5 Completion of Risk Assessments

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Risk Assessments are to be completed by the member of staff responsible for the relevant subject area or risk, as detailed in the Statement of Organisation.

The Bursar is formally trained and, and suitably experienced, to give staff guidance in the completion of risk assessments. The Bursar will review all risk assessments as they are created and at the periodic reviews. (The frequency of periodic reviews is dependent on the nature of the individual risk assessment and is specified in the Master Risk Register).

Risk Assessments are created from a standard template that ranks Severity and Risk to understand the level of risk involved (the Risk Rating). The control measures required are expected to be relative to the overall Risk Rating.

It is critical that Risk Assessments are viewed by all staff as a live, active document and are not simply filed away after the annual review. Once the Bursar is satisfied with the Risk Assessment, and the Control Measures, the Risk Assessment is distributed to all relevant staff. Where there are areas of specific responsibility, the relevant staff members are asked to sign the risk assessment to confirm comprehension.

An example of the standard format for a Risk Assessment is included as **Appendix B**.

A Flow Chart for the Completion of Risk Assessments is included in **Appendix C**.

## 6 Risk Assessment Findings

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If the risk assessment identifies significant risks which need specific action to control them, these must be brought to the attention of the affected people, eg. staff, children, peripatetic staff or visitors. This could be in the form of a training session for staff, eg. if a new piece of equipment is introduced; safety reminders at the beginning of a practical science lesson for pupils; or in a letter to parents prior to pupils going on a school trip or to an adventure activities centre.

Where an activity/area or piece of equipment needs or wishes to be either conducted where the risk is above tolerance level, or considered a higher risk, permission must be sought from a member of SLT in writing before doing so.

## 7 Risk Assessment Training

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It is expected that the Bursar is appropriately qualified and experienced to train staff in the completion of Risk Assessments.

Staff are trained on the completion of Risk Assessments upon induction when starting at the school, and annually at Inset thereafter. Inset training may also be backed up by online EduCare Courses as appropriate. A record of all training is maintained by the School.

## 8 Storage of Risk Assessments

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Risk Assessments are stored centrally:

[W:\Health and Safety\Risk Assessments](#)

Risk Assessments must be recorded on the Risk Register, which can be accessed through OneDrive & Frog. It must be recorded what the risk assessment is, who is responsible for it, when it was updated, and its validity. The register will automatically calculate a warning from this as to when it needs to be updated. This allows SLT and Governors at a glance to see the status of Risk Assessment across the school.

Paper copies are also be made available, eg. in the staff room, classrooms, or to take off-site, eg. on an educational visit.

## 9 Review & Monitoring

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There are no official requirements for the length of time records relating to risk assessments should be kept. However, it is recommended that records should be kept for three years at the very least, since this is the period in which a civil claim can be made following an incident. If health risks are involved, then the length of time may have to be much longer eg. 40 years, as claims can be made within three years of the disease or ill health being diagnosed.

Risk Assessments must be reviewed when there is a material change in the risk that will alter the assessment i.e. following an incident, or change in environment, type of activity etc. As standard, risk assessments should be reviewed annually, even if no material change has taken place.

The process of creation & review at Finton House School is as follows:

- Risk Assessment created by staff member, and forwarded to Bursar for comment or EVC in case of educational visits.
- Risk Assessment recorded on Risk Register by the Finance & Compliance Administrator.
- Risk Register reviewed termly by SLT, including a sample of Risk Assessments, and a review of Risk Assessment in practice.
- Risk Register reviewed annually by Governor Risk Management Committee, including a sample of Risk Assessments.

## Appendix A: Example of the Master Risk Register

Finton House Educational Trust				Site & Charity
Risk Register				
Risk Assessment Title	Owner	Update Frequency	RA Updated	Staff Consultation
Boiler Rooms	Bursar	Annually	20/09/2024	20/09/2024
Building Integrity	Bursar	Bi-Annual	20/09/2024	20/09/2024
Communal Areas	Bursar	Annually	19/09/2024	19/09/2024
Contractors	Bursar	Annually	19/09/2024	19/09/2024
COSHH	Bursar	Annually	16/09/2024	18/09/2024
Electrical Safety	Bursar	Annually	19/09/2024	19/09/2024
Fire	Bursar	Bi-Annual	01/03/2024	N/a
Foreseeable Emergencies	Bursar	Annually	16/09/2024	18/09/2024
Glazing, Windows & Ballustrades	Bursar	Annually	22/09/2024	26/09/2024
Groundskeeping	Bursar	Annually	22/09/2024	30/09/2024
Hazardous Waste	Bursar	Bi-Annual	22/09/2024	26/09/2024
Imago Individual Photographs	CEG	Annually	03/10/2024	
Leaf Blower (Makita)	Bursar	Bi-Annual	22/09/2024	30/09/2024
Lettings & Events	Bursar	Bi-Annual	22/09/2024	30/09/2024
Lifts	Bursar	Bi-Annual	22/09/2024	24/09/2024
Lone Working	Bursar	Bi-Annual	22/09/2024	30/09/2024
Manual Handling	Bursar	Bi-Annual	22/09/2024	30/09/2024
Open Morning	KH	Annually	22/09/2024	
Prizegiving (Civic Centre)	Bursar	Annually	22/09/2024	
Radon Gas	Bursar	Annually	22/09/2024	24/09/2024
School Dog	Bursar	Annually	22/09/2024	27/09/2024
School Vehicles	Bursar	Annually	22/09/2024	07/10/2024
Second Hand Uniform Sale	CEG	Annually	03/10/2024	
Site Office	Bursar	Annually	22/09/2024	24/09/2024
Site Security	Bursar	Bi-Annual	22/09/2024	30/09/2024
Slips, Trips & Falls	Bursar	Annually	22/09/2024	27/09/2024
Staff End of Term Party	Bursar	Annually	22/09/2024	
Staff Quiz Night	CEG	Annually	03/10/2024	
Stress & Wellbeing	Bursar	Annually	22/09/2024	24/09/2024
Trees	Bursar	Bi-Annual	22/09/2024	24/09/2024
Utilities	Bursar	Bi-Annual	22/09/2024	27/09/2024
Visitors	Bursar	Annually	22/09/2024	30/09/2024
Winter Weather	Bursar	Annually	22/09/2024	27/09/2024
Working at Height	Bursar	Annually	22/09/2024	27/09/2024
Young Employees/Work Experience	Bursar	Annually	22/09/2024	24/09/2024

## Appendix B: Example of standard Risk Assessment



**FINTON HOUSE**  
SCHOOL

Risk Assessment Template  
Filename: RA - EYFS Classrooms - Feb 2022.docx

### Framework Risk Assessment 2022

RA Title	Owner	Category	Date	Assessment Frequency		
EYFS Classrooms	Olivia Low	Site & Charity	31/01/2022	Annual	X	
		Teaching		X	Termly	
		Clubs			Monthly	
		Trips & Workshops			Other	

<p><b>SEVERITY</b></p> <p>5 4 3 2 1</p> <p><b>LIKELIHOOD</b></p> <p>1 2 3 4 5</p>	<b>SEVERITY</b> – the most likely worst case scenario that could result from the hazard.		<b>LIKELIHOOD</b> of the risk occurring (with any outcome)		
	5	Catastrophic (multiple death)	5	Certainty (at any time, on any day)	
	4	Major (single death/perm disability)	4	Probable (could happen once a term)	
	3	Moderate (broken bones, days off)	3	Likely (could happen once a year)	
	2	Minor (basic first aid treatment)	2	Conceivable (might happen in 5 years)	
	1	Insignificant (minor scratch or bruise)	1	Improbable (probably never happen)	
<b>Risk Rating must be &lt;9</b>		<b>Likelihood x Severity = Risk Rating</b>			
THIS IS A FRAMEWORK RISK ASSESSMENT. IT MUST BE AMENDED AND ADAPTED TO ACCURATELY REFLECT THE HAZARDS PRESENTED BY EACH INDIVIDUAL SITE AND THE ACTIVITIES UNDERTAKEN THERE-ON.					

Hazard	Why is this a risk?	Who is at risk?	Existing Control Measures	Severity	Likelihood	Risk Rating (Severity x Likelihood)	Additional Control Measures (to reduce risk rating)
Covid - 19	Children might contract COVID and bring it into school.	Children and staff	Classrooms have air purifier. Children wash hands regularly and classrooms all have good ventilation.	2	3	6	Children with close contacts who test positive are asked to test daily.

## Appendix C: Risk Assessment Flow Chart

