



Risk Assessment Policy

Rookwood School

School Proprietor	Mr A Mehta
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Policy Review Period	Yearly
Policy Owner	Area Operations Manager

RISK ASSESSMENT POLICY

BACKGROUND

The Advisory Board of Rookwood School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

OBJECTIVES

This guidance has the following key objectives:

- To ensure that suitable and sufficient Risk Assessments are undertaken for activities where there is likely to be significant risk
- To ensure that identified control measures are implemented to control risk so far as reasonably practicable
- To ensure that those affected by school activities have received suitable information on what to do
- To ensure that Risk Assessments are recorded and reviewed when appropriate

WHAT IS A RISK ASSESSMENT?

A Risk Assessment is simply a careful examination of what, in your work or activity, could cause harm to people, so that you can weigh up whether you have taken enough precautions or if you should do more to prevent harm. A risk assessment is no longer number rated.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

The Risk Assessment process will normally consist of the following steps:

- Identify the potential hazards
- Decide who might be harmed and how this might occur
- Evaluate the severity of the outcome and the likelihood of an event
- Identify and describe the physical control measures and procedures necessary to reduce the risk to an acceptably low level
- Ensure all those with responsibility for the activity are aware of the risks
- Review the assessment regularly and update as necessary

Risk Assessments are to be reviewed on the following occasions:

- When there are changes to the activity or facilities
- After a near miss or accident
- When there are changes to the type or number of people involved in the activity or using the facilities
- When there are changes to practice
- When there is a change in the person responsible for the Risk Assessment
- When there are legislative changes
- Annually if for no other reason

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly, annually in settings providing for Early Years Foundation Stage (EYFS) children. At Rookwood School we are very aware that all staff and pupils need to receive training and this is generally provided on Inset days or during induction. A “library” of risk assessments is maintained on the staff shared drive.

A non-exhaustive list of areas, which typically require Risk Assessment, is as follows:

Educational

- Science experiments
- Design and Technology
- Food Technology
- Sport and PE activity
- Art
- Music
- Drama
- Dance
- All off site trips and activities
- General Site Security
- Medical provision
- Movement within the school buildings and about the school premises, including movement between the school and boarding houses.
- Individual pupils as appropriate
- Safeguarding
- Transport

Support Areas

- Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the Control of Substances Hazardous to Health (COSHH). Induction and refresher

training covers risk assessments, protective equipment and safety notices. The catering department follows the 'Safer Food Better Business' guidance.

- **Caretaking and Security:** risk assessments cover the entire school, including boarding houses. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Maintenance:** risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- **Grounds:** risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

CONDUCTING A RISK ASSESSMENT

Our policy at Rookwood School is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with older pupils, such as riding, skiing and orienteering; but only using specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear appropriate protective equipment, such as mouth-guards, and to follow instructions.

We will always employ specialists for high risk tasks. The site team should only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear Personal Protective Equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments

The Area Operations Manager arranges for specialists to carry out the following risk assessments:

- Fire safety – every three years (internal update annually)
- Asbestos – every five years or if disturbed
- Legionella – every three years
- Gas safety – annually in conjunction with appliance servicing
- Electrical safety – every five years or when altered.

Reviews

All risk assessments are reviewed and recorded regularly and annually for EYFS provision, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety

audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

Staff are given an induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher, Area Operations Manager, Area Maintenance and Grounds Manager and other members of the ELT & SLT in order to enable the Advisory Board to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher.