

Hounsome Fields Primary School

RISK ASSESSMENT POLICY

2025



Date of Approval:	Summer 2025
Date of Next Review:	Summer 2027

Hounsome Fields Primary School
Treetop Avenue. Basingstoke
Hampshire RG23 7GJ

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Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.”

Sir Bill Callaghan, former Chairman, HSC

Hounsome Fields Primary School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our children need to be educated into how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a 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 (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 or Safe Operating Systems** 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).

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly. Training in relation to risk assessments is delivered annually.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

The hazard and risk in all aspects of school life should be reviewed with a separate risk assessment. These include:

- Fire safety and procedures
- Educational visits and trips
- Site usage e.g. the playground area & communal areas
- Legionella
- Impact of a pandemic / potential school closure (such as Covid-19)
- Some Science activities
- PE and Sport Activities
- Staff, e.g. pregnancy, return under ‘fit for work’ limitations issued by GP
- Individual children e.g. for behaviour, medical or special educational needs

Depending on the nature of the risk assessment, they may require to be published online.

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To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

Child Protection and Pastoral Care

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school.

Medical and First Aid

Our Administering Medicines Policy outlines the procedures for managing children's medication. The Headteacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsafe areas

We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the boiler room, the kitchen, the roof and storage areas.

Where they are not fire escapes, doors to these areas are kept locked at all times when not in use. All flammables and chemicals are kept securely locked. Pupils do not have access to catering, maintenance and cleaning stores of the school.

CONDUCTING A RISK ASSESSMENT

Hounsome Fields Primary School's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Procedure:

- State the parameters of the activity
- Note the key safety measures in place for the activity
- Note which HAZARDS have been identified
- Evaluate whether this are LOW, MEDIUM or HIGH risk

If there are any HIGH risk areas, the activity must not take place. For other risks, identify the safe operating systems you will put in place and send to the Headteacher for review and authorisation. The activity may only take place once it has been authorised.

Educational Visits/Trips:

Individual Risk Assessments:

Where necessary, children may be named on an individual risk assessment in an attempt to create guidance for keeping them and others around them safe. This may be due to (but is not limited to):

- Medical
- Physical Disability
- Behaviour (or SEMH need)

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Specialist Risk Assessments

Hounsme Fields Primary School Office Manager together with the Site Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Legionella
- Gas safety
- Electrical safety

Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A 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 and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

- Headteacher: Overall responsibility for health and safety.
- Health and Safety Officer: Day-to-day management of health and safety, including risk assessments.
- Staff: Conducting risk assessments for their areas of responsibility.
- Pupils and Parents: Reporting hazards and following safety procedures

All members of staff are given a thorough 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, the School Office Manager and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher.

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