



# SHEFFIELD GIRLS'

SENIOR SCHOOL

## SHEFFIELD HIGH SCHOOL RISK ASSESSMENT POLICY

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**This policy applies to the whole school: Senior, Junior and EYFS**

### Statement

This policy reflects the commitment to Health & Safety by Sheffield High School. All reasonably practicable steps will be taken to secure the health, safety & welfare of everyone legally on school premises and those attending school activities off-site..

Sheffield High School adheres to the GDST Risk Assessment Policy

### Risk Assessment Policy Statement (04/16)

The GDST recognises that Risk Assessment is one of the keystones of good health and safety management; it 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

All GDST schools, academies and Trust Office must complete 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, employ personal protective equipment.

All GDST schools, academies and Trust Office will provide training and comprehensive guidance to employees on how to complete risk assessments.

### Guiding Principles

- All activities with any potential hazard must have a risk assessment conducted which details the likelihood of the hazard occurring, the applicable risk caused by the hazard, the possible severity of the hazard, the likelihood of the risk occurring and the actions that are in place to minimise the hazard. This includes activities conducted on and outside school premises.
- The standard risk template is to be used (see attached).
- The risk assessment is to document who has completed it, the date of completion and the review date.
- Where possible, investigation should be made to the possibility of actually completely removing the hazard.
- All risk assessments are to be stored on the central drive so that they are accessible to all personnel. The only exception to this are Risk Assessments for school trips which are stored on the Evolve database.
- Heads of Departments are responsible for ensuring that the risk assessments for their department are completed, reviewed on an annual basis and that all staff who may work in their area are familiar with the applicable risk assessment.
- Staff are to receive training in the 5 principles of risk assessments – coordinated by the DFO.

In the event of an incident or near miss the applicable risk assessment is to be reviewed.

### **Key Risk Assessment Areas:**

The following have been identified as key risk assessment areas:

- Pupil supervision
- School trips
- Fire and emergencies
- Management of hazardous substances
- Use of hazardous equipment (eg: in Art)
- Suitability of staff to undertake designated roles and the completion of the required suitability checks.

### **Non H&S Risk Areas:**

The following the areas are identified as risks for the school although not related directly to H&S:

- Business continuity
- Recruitment procedures
- Reputational
- Terrorism
- Security

The above lists are not comprehensive and can be added to a any time.

The H&S co-ordinator is responsible for applying the Risk Assessment policy.

### **Review**

Risk assessments are to be subject to review:

- When a change has been made to the activity.
- After a near miss or accident.
- When there are changes to the type of people involved in the activity.
- When there are changes to good practice.
- When there are legislative changes.
- Annually if for no other reason.

I Kane DFO  
16 Oct 2017



Task/Activity:

Date:

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

Hazard	Why is this a hazard?	Who is at risk?	Severity of Consequence (worst case scenario) 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major	Existing Control Measures	Likelihood (of any incident) 1 = Improbable 2 = Conceivable 3 = Likely 4 = Probable	Risk Rating Severity x Likelihood	Acceptable Tolerable Action Required (9+) Prohibited (See Oracle>H&S> Risk Assessment >Risk Matrix)	Improvements /Action Required	Residual Risk

Assessor:

Reassessment Date: