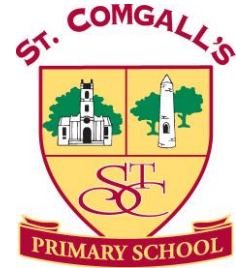


St. Comgall's Primary School.



Risk Assessment Policy

Last Reviewed January 2019

This document outlines how we will manage risk both indoors and outdoors.
This document will be shared with all staff.

All staff will have the opportunity to contribute to this document and they will sign to say they have understood and are in agreement with this policy.

Best Work Practices

General Considerations

- Staffing levels and staff training.
- Policy and procedures.
- Space and resources.

Daily considerations

- Wear and tear; space and resources.
- Organisation, setting up and storage.
- Effects of changes to provision/routines/staffing.
- Agree procedures for adults and children.
- Clear policy with regard to first aid/emergency -First Aid Mrs O Neill / Mrs Harris (CA).
- Agreed response to weather changes.

What is Hazard?

A hazard is something that has the potential to cause harm such as water, steps, surfaces. Cluttered walkways, plants, weather, electrical items, sharp tools, broken resources.

What is Risk?

Risk is the potential of the hazard to cause harm. (The level of risk is dependent on the circumstances).

Why do we need to manage Risk?

- It is a legal requirement.
- We have a duty of care and due diligence.
- It enables children to access opportunities.

How do we manage Risk?

- Identify the hazard.
- Determine the level of risk.
- Manage the risk by eliminating the hazard or putting controls in place.
- Monitor the controls.
- Review the process regularly.

What we will do to manage risk

- All staff will be involved in assessing risk and will collaborate to develop risk assessments for key areas.
- Risk assessments will be reviewed regularly.
- All staff will be involved in and responsible for managing and controlling risk whilst indoors and outdoors. (eg if you see a hazard either remove it or make the area safe again).
- Environments and activities will be constantly reviewed to ensure safety at all times.
- All staff will remind children and demonstrate how to use tools and equipment safely.
- All staff will remind children and demonstrate how to use the water play safely.

Risk Assessment for

RISK RATING

SEVERITY	LIKELIHOOD	RISK RATING (SxL)
1 = no injury or illness 2 = first aid injury/illness 3= minor injury/illness (approx. 3 days off) 4= major injury / illness (more than 3 days off) 5 = fatal / debilitating injury	1 = very remote 2 = improbable 3 = possible 4 = Likely 5 = Certain	High 14+ Medium 5 – 13 Low 1- 4

IMPORTANT.

The final "Risk Rating" column should be completed by the Overall Visit Leader, and discussed with all other leaders, before giving signed approval.

*The Risk Assessment should **only** be approved once all significant hazards have been identified, the control measures that will be implemented are agreed, AND the overall risk ratings are considered acceptable.*

In most circumstances, if the Overall Residual Risk is considered "Med" or "High", the activity/event should be cancelled, or further control measures put in place to reduce the risk to "Low".

- A. Trip covered by this assessment:

- B. Persons/Property exposed to risk: (Pupils and/or staff / parents etc)

- C. Those involved in the assessment/role:

- D. Background context/Any History of incidents/events/medical information:

Section E - Risk to Individual Pupils

1. Identified Risk	2. Severity 1-5	3. Likelihood 1- 5	4. Risk Factor (Severity x likelihood)	5. Further measures required (Yes/No)
•				

6. Risks scoring 12 or more	7. Existing Precautions	8. Additional Actions	9. Action By/When

Section F - Risk to the group

1. Identified Risk	2. Severity 1-5	3. Likelihood 1- 5	4. Risk Factor (Severity x likelihood)	5. Further measures required (Yes/No)

6. Risks scoring 12 or more	7. Existing Precautions	8. Additional Actions	9. Action By/When
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Section G - Risk to Property

1. Identified Risk	2. Severity 1-5	3. Likelihood 1- 5	4. Risk Factor (Severity x likelihood)	5. Further measures required (Yes/No)
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6. Risks scoring 12 or more	7. Existing Precautions	8. Additional Actions	9. Action By/When
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