



The King Alfred Federation Risk Assessment Policy

Written by	Kathryn Wong
Adopted at (FGB/Committee)	December 2016
Signed by Chair of Governors or Committee Chair	Elaine Thomas
Signed by EHT of HofS	Kathryn Wong
Date	18/12/16
Date of Next Review	December 2017

Executive Headteacher
Mrs Kathryn Wong
BA Hons, NPQH, PEH



Athelney Primary School
Athelney Street, London SE6 3LD
Tel: 020 8697 2945
admin@athelney.lewisham.sch.uk
www.kafed.org.uk

Head of School Mrs Nathalie Dummer



Elfrida Primary School
Elfrida Crescent, London SE6 3EN
Tel: 020 8698 5755
admin@elfrida.lewisham.sch.uk
www.kafed.org.uk

Head of School Ms Elizabeth Newton

THE KING ALFRED FEDERATION RISK ASSESSMENT POLICY

1. Introduction

It is not only a legal requirement, but also the Federations belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this Federation on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routine and at all school events.

What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) that could result from a particular activity or situation.

- **A hazard** is something with the potential to cause harm.
- **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
- **A risk assessment** is the resulting assessment of the severity of the outcome.
- **Risk control measures** are the measures and procedures that are 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).

Who Conducts Risk Assessment?

For any activity or visit the class teacher is required to complete a risk assessment in advance. Risk assessments should be completed when the activity/event is planned. All risk assessments must be countersigned by Deputy Headteacher and should be filed into the Risk Assessment File in the Deputy Headteachers office. Trips and activities cannot take place without a completed and countersigned risk assessment. Risk Assessments are conducted by the SLT, premises manager and teachers. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit.

Specialist Risk Assessment

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

- Fire safety
- Asbestos
- Legionella
- Electrical safety

Executive Headteacher
Mrs Kathryn Wong
BA Hons, NPQH, PEH



Athelney Primary School
Athelney Street, London SE6 3LD
Tel: 020 8697 2945
admin@athelney.lewisham.sch.uk
www.kafed.org.uk

Head of School Mrs Nathalie Dummer



Elfrida Primary School
Elfrida Crescent, London SE6 3EN
Tel: 020 8698 5755
admin@elfrida.lewisham.sch.uk
www.kafed.org.uk

Head of School Ms Elizabeth Newton

Risk Assessments

There are two main types of risk assessment, generic and specific.

- 1) **Generic risk** assessments should be completed for hazards or activities that are common throughout the Federation.
- 2) **Specific assessments** should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate.

The essential steps that are taken in order to comply with this policy are:-

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Who May be Affected?

Consider pupils, students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. Or when beyond the School, members of the public.

Executive Headteacher
Mrs Kathryn Wong
BA Hons, NPQH, PEH



Athelney Primary School
Athelney Street, London SE6 3LD
Tel: 020 8697 2945
admin@athelney.lewisham.sch.uk
www.kafed.org.uk

Head of School Mrs Nathalie Dummer



Elfrida Primary School
Elfrida Crescent, London SE6 3EN
Tel: 020 8698 5755
admin@elfrida.lewisham.sch.uk
www.kafed.org.uk

Head of School Ms Elizabeth Newton

Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Risk Control

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:-

- **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood or risk?
- **Substitute or replace the hazard**
- **Procedural controls** – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- **Child management** – make sure that the staff are aware of each child's needs.
- **Setting management** – such as the monitoring of exits and entrances.
- **Additional equipment/staff** – can a lifting device or an additional person be utilized to avoid or reduce the risk?
- **Personal Protective Equipment** – consider the value of using such things as gloves, over garments.
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire.

The Heads of School and the Executive Headteacher monitor the control measures instigated to ensure that they are effective and implemented correctly.

Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy describes the arrangements for regular health

Executive Headteacher
Mrs Kathryn Wong
BA Hons, NPQH, PEH



Athelney Primary School
Athelney Street, London SE6 3LD
Tel: 020 8697 2945
admin@athelney.lewisham.sch.uk
www.kafed.org.uk

Head of School Mrs Nathalie Dummer



Elfrida Primary School
Elfrida Crescent, London SE6 3EN
Tel: 020 8698 5755
admin@elfrida.lewisham.sch.uk
www.kafed.org.uk

Head of School Ms Elizabeth Newton

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

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work required 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 Head of school or Executive Headteacher 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 Executive Senior Leadership.

Rolling Annual Survey

Rolling Risk Assessments are carried out on the inside and outside of the premises every term, with the addition of an off-site Assessment in the summer term.

Reporting Procedures for Surveys

The results of the periodic risk assessment surveys are reported to the full Governing body. The main report is made towards the end of the school year, when the rolling annual survey has been completed.

Executive Headteacher
Mrs Kathryn Wong
BA Hons, NPQH, PEH



Athelney Primary School
Athelney Street, London SE6 3LD
Tel: 020 8697 2945
admin@athelney.lewisham.sch.uk
www.kafed.org.uk

Head of School Mrs Nathalie Dummer



Elfrida Primary School
Elfrida Crescent, London SE6 3EN
Tel: 020 8698 5755
admin@elfrida.lewisham.sch.uk
www.kafed.org.uk

Head of School Ms Elizabeth Newton