



NOTTING HILL & EALING  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

Whole School

# Risk Assessment Policy

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2023-2024

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# **Risk Assessment Policy**

## **Whole School Policy including EYFS**

### **Statement**

This policy reflects the commitment to Health & Safety by Notting Hill & Ealing 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.

Notting Hill & Ealing High School adheres to the GDST Risk Assessment Policy.

### **Risk Assessment Policy Statement**

The GDST recognises that Risk Assessment is one of the keystones of good Health & Safety management which 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.

The GDST will provide training and comprehensive guidance for employees on how to complete risk assessments.

### **Guiding Principles**

In all cases action is required to implement 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, and employ personal protective equipment.

- 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 GDST self-evaluation form (SEF) and risk assessment template is used..
- Each risk assessment will document who has completed it, the date of completion and the review date.
- Risk assessments are retained in the Staff Handbook, EVOLVE or relevant Departmental shared drives. The master set is stored electronically, but paper copies can also be made available, e.g. in the staff room, Departmental office, or to take off-site, e.g. on an educational visit. The only exceptions 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. This annual process is monitored by the Director of Finance and Operations (DFO).
- Staff receive regular training on the completion and review of risk assessments – coordinated by the DFO.



# Review

Risk assessments are to be subject to review at least annually, or

- 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.

Where a non-compliance has been identified, an Action Plan with clear deadlines must be agreed to resolve it and a designated Head of Department given responsibility for ensuring it is completed.

In all cases advice from a competent person/body such as the Trust H&S Advisor, local authority, fire service or HSE must be actioned.

The DFO acts as the Health & Safety Co-ordinator and is responsible for applying the Risk Assessment policy. All issues concerning Health & Safety are to be reported immediately to the DFO, or in her absence, the Premises Manager.

**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE: follows on page 5**





<b>Task/Activity</b>	
<b>Date</b>	
<b>Completed by</b>	

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE									
Hazard/Risk	Why is this a Hazard?	Who is at risk? (Who might be harmed?)	Severity of Consequence (worst case scenario) <b>1 = Insignificant</b> <b>2 = Minor</b> <b>3 = Moderate</b> <b>4 = Major</b> <b>5 = Catastrophic</b>	Existing Control Measures in place to mitigate the Risk?	Likelihood (of any incident) <b>1 = Improbable</b> <b>2 = Conceivable</b> <b>3 = Likely</b> <b>4 = Probable</b> <b>5 = Certainty</b>	Risk Rating <b>Severity x Likelihood</b>	Acceptable Tolerable Action Required	Improvements /Action Required	Residual Risk Rating (RR)

