



# **ALTRINCHAM PREPARATORY SCHOOL**

## **Risk Management and Risk Assessment: Overarching Policy**

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Responsible Person:	Mr Nick Vernon – Headmaster
Date of last review:	February 2025
Summary of changes:	Annual Review
Date of next review:	February 2027

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents/guardians upon request and is published on the School's website.

## **SCOPE**

This overarching policy provides guidance to all staff with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control.

## **OBJECTIVES**

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting staff and pupil welfare.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those organising school activities have received suitable information on how to conduct risk assessments.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the School responsible for conducting risk assessment and monitoring its implementation.

## **GUIDANCE**

The Governors and the Headmaster are responsible for the overarching risk management policy of the School. The overall strategy will be formally reviewed on an annual basis. It is noted that at APS specific responsibilities of the Governors and the Headmaster may be delegated to another competent member of staff.

## **TRAINING**

All staff who are responsible for completing risk assessments will receive training on how and why they should be completed.

## **PROCEDURE**

The following procedure in managing and identifying risk is based on the Health and Safety Executive's 'Managing risk and risk assessment at work' guidance.

### **Identify hazards**

Hazards are identified by looking around the premises and identifying what could cause harm. Thought will be given to the following:

- how people work and how plant and equipment are used
- what chemicals and substances are used
- what safe or unsafe work practices exist
- the general state of the premises

Accident and ill health records may be looked at to help identify less obvious hazards. Non-routine operations will be taken into account, such as maintenance and cleaning. Hazards to health, such as manual handling, use of chemicals and causes of work-related stress will also be considered.

For each hazard identified, thought will be given as to how employees, pupils, contractors, visitors or members of the public might be harmed.

### **Assess the risks**

Once the hazards have been identified, it will be decided how likely it is that someone could be harmed and how serious the harm could be. This is called assessing the level of risk.

Decisions will be made on:

- who might be harmed and how
- what the School is already doing to control the risks

- what further action could be taken to control the risks
- who needs to carry out the action
- when the action is needed by

### **Controlling the risks**

The controls that are already in place to reduce risk will be identified by asking the following:

- can the hazard be removed altogether?
- if not, how can the risk be controlled so that harm is unlikely?

If further control measures are needed, the following will be considered:

- is it possible to redesign the job
- could the materials, machinery or process be replaced
- could work be organised to reduce exposure to the materials, machinery or process
- what practical measures could be identified and implemented to work safely
- is personal protective equipment needed and are staff wearing it

These control measures should then be put in place. It is not always possible to eliminate risk entirely but 'reasonably practicable measures' must be taken to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

### **Recording the findings**

Where 5 or more people are employed, the significant findings from the risk assessment procedure must be formally recorded, including:

- the hazards (things that may cause harm)
- who might be harmed and how
- what an employer is doing to control the risks

The formal record is known as a risk assessment. The main priority should be to control the risks in practice rather than relying purely on paperwork.

### **Reviewing the controls**

Control measures that have been put in place must be reviewed to make sure they are working. They should also be reviewed if:

- they may no longer be effective
- there are changes in the workplace that could lead to new risks such as changes to:
  - staff
  - a process
  - the substances or equipment used

Consideration will also be given for a review if staff have reported any problems or there has been any accidents or near misses.

The risk assessment record must be updated with any changes to managing the risk.

All risk assessments should be completed using the School's pro-forma (see Appendix A). It is to be carried out by the appropriate person i.e. trip leader.

The risk assessment records are stored on the staff OneDrive and by the Business Operations Manager. Risk assessment records applicable to a staff member's role and working area will be communicated to them.

## **RESPONSIBILITY**

All staff have a responsibility for implementing and following the control measures as set out in the risk assessment records applicable to their role and working area.

The Governors are collectively responsible for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. They have oversight of all risk assessments carried out at the School, particularly through the Health and Safety Committee chaired by Mr Alan Hurst (Governor with specific responsibility for Health and Safety at APS as well as for the fabric of the school buildings and the estates).

Day to day oversight is devolved to the Headmaster who is supported by the Senior Leadership Team, Business Operations Manager and Site Manager.

# Risk Assessment Form



**Name of School:** Altrincham Preparatory School

**Date of Assessment:**

**Assessor's Name:**

**Assessor's Job Title:**

**Risk Assessment needed for:**

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk control measures
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Date:		Signature:		Name and Position:	
Date approved:		Signature:		Name and Position	Nick Vernon - Headmaster
Review Date:		Signature:			

Summary of review: