North London
Grammar School

Risk Assessment Policy

Date last reviewed	September 2024
Reviewed by	Mr Akbas, Business Manager
Approved by	Mr Adak, Headteacher
Next review due by	September 2025

1 FOREWORD

1.1 This document sets out the strategy, management responsibilities and implementation procedures for undertaking risk assessments. Its purpose is to:

1.2 Ensure early recognition and assessment of the risk to employees and others affected by North London Grammar School's (NLGS) undertaking.

1.3 Ensure effective communication between management and their staff to raise awareness of the findings from risk assessment.

1.4 Establish effective risk assessment and incorporate the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas and other procedures/ management systems.

1.5 Where risks are identified, put in place suitable control measures to reduce those risks and establish effective monitoring of control measures.

1.6 Set up effective assessment and monitoring tools to evaluate the effectiveness of local arrangements put in place to minimize the risks.

1.7 Encourage individual responsibility to recognize and inform management of hazards and risks.

1.8 This policy is published under the authority of the Headteacher and Business Manager of NLGS. This policy and associated procedures are for application across NLGS and reflect any changes in legislation and or NLGS practices.

2 SCOPE

2.1 This policy and associated procedures are to be followed by all staff. Heads of Departments are responsible for the assessment of work-related hazards. The aim is to provide a system for assessing risks across all our work activities involving NLGS employees, temporary staff, contractors and visitors. This policy and associated procedures are also to be used by the Business Manager to assess harm that could be caused to equipment, buildings and the environment.

2.2 Within this policy and associated procedures Hazard, Risk and Harm have the following meaning:

- **Hazard** - Potential to cause harm.
- **Risk** - Likelihood that harm will occur and its consequences.
- **Harm** — Injury to people, damage to products, equipment, plant and buildings; pollution of the environment.

2.3 The term "Head of Department" is used throughout to mean the person with direct responsibility for the safe conduct of the work activity.

3 INTRODUCTION

3.1 A basic Risk Assessment is simply a careful examination of what, in your work, could harm people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm to yourself, your colleagues, contractors, visitors or anyone else who may be affected by your work. The examination can be extended to include damage to products, equipment, plant and buildings; pollution of the environment.

3.2 Risk Assessment is a process that becomes easier with training and experience. Training will be delivered to employees who are expected to undertake risk assessments. Those identified as responsible for conducting risk assessments are strongly advised to take advantage of this training to ensure correct and effective application of the risk assessment process.

3.3 This policy should be read in conjunction with Health and Safety Policy, Anti-Bullying Policy, Safeguarding and Child Protection Policy, Mental Health Policy and Departmental Handbooks.

4 REQUIREMENT

4.1 Risk Assessment helps NLGS focus on the risks that really matter in the workplace, the significant ones with real potential to cause harm. The Management of Health and Safety at Work Regulations requires employers to undertake suitable and sufficient risk assessments. However, they do not necessarily require the elimination of all risk, but employers are required to protect people so

far as reasonably practicable. Part of this protection involves an informed, rational and structured evaluation of the risks presented by working practices and or the working environment. NLGS is legally required to assess the risks in the workplace so that an effective plan to control the risks can be put in place.

4.2 Risk assessment is not a substitute for making things safe e.g. spilled liquids should be cleaned up rather than a risk assessment produced warning of the slip hazard.

5 TYPES OF RISK ASSESSMENT

5.1 All significant risks shall be assessed, however, although the principles of assessment remain the same their application can differ. There are three recognized methods of assessment;

- **Dynamic** - A mental assessment of risk for use when any delay would increase the risk of harm. Dynamic assessment can also be used as the initial step in formal risk assessment.
- **Formal** - A written method of evaluating the risk of harm.
- **Generic** - An evaluation of risk that can be applied to common tasks.

5.2 Dynamic risk assessment allows for immediate mental safety assessments to be made without implementing the formal risk assessment process e.g. the decision to tackle a small fire, a task with obvious safety risks which would increase if delayed by formal assessment. Therefore, dynamic risk assessment can be effectively used in emergencies where any delay increases the risk of harm, it is not to be used purely to save time or avoid additional work.

5.3 Dynamic risk assessment can be used as an initial step in establishing which risks are significant and require further assessment. It can also be used prior to the use of generic assessments to identify if the assessment is suitable and sufficient for the task in hand.

5.4 Formal risk assessment is a documented process of assessing risks and involves a process of measuring the likelihood of an event occurring with its likely consequences.

5.5 Some common tasks, tasks that share the same hazards and controls e.g. routine maintenance or cleaning activities, can be assessed and a generic risk assessment produced. These assessments

can only be used when the influencing factors are the same and Business Manager considers that the control measures identified and implemented adequately reduce the risk of harm.

5.6 Guidance on which method of assessment is appropriate is provided in the flow diagram at Table 1. However, the format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue

5.7 The risk assessment methods described shall only be deviated from where alternative legislation applies.

RESPONSIBILITY

5.8 The following specific organisational responsibilities apply:

5.9 NLGS will do all it reasonably can do to:

5.10 Be committed to increasing the general awareness and understanding of Risk Assessment within the School.

5.11 Recognize and understand the importance of skilled management of employees by the provision of appropriate training on an on-going basis for managers and staff.

5.12 The Business Manager is responsible for Health and Safety and has responsibility for monitoring implementation, review and compliance of this Risk Assessment Policy.

5.13 The Business Manager has overall responsibility for the implementation of this Risk Assessment Policy and associated procedures. The Headteacher is responsible for ensuring that those staff designated with supporting and monitoring this Policy document carry out their responsibilities as shown in this document.

Headteacher:

5.14 Ensuring that all new starters have received suitable induction and all employees received on and off the job training and coaching to ensure that they have the ability to carry out their existing or new roles.

5.15 Providing positive leadership and a visible commitment to this Policy.

5.16 Provide support and guidance to the Heads of Departments and the Business Manager to ensure risk assessments and subsequent control measures and practicable and enforceable.

Heads of Department:

Heads of Department are responsible for ensuring that suitable and sufficient arrangements are in place to implement the Policy within their sphere of responsibility including:

5.17 Having sufficient knowledge and understanding to enable them to discharge their duties and responsibilities.

5.18 Ensuring all hazards in their areas of responsibility have been identified and all significant risks are assessed.

5.19 Ensuring that all those who might be exposed to a hazard are made aware of the risk assessment and the identified control measures.

5.20 Ensuring that the control measures identified by the risk assessment are effectively implemented and complied with.

5.21 Encourage personal development to ensure that staff have suitable skills to cope with their work demands.

5.22 If there are changes to be made it is not necessary or desirable to wait until the review date to change the assessment, it is to be done at the earliest opportunity.

5.23 Informing all staff under their control of sources of support and advice within the organisation.

5.24 Attend training as requested in good management practice and health and safety.

Employees

All employees are responsible for:

5.25 Understanding and complying with this Policy.

5.26 Ensure they report any defects or dangerous occurrences to the maintenance team at maintenance@northlondongrammar.com .

5.27 Protecting the health of themselves and others at work.

5.28 Ensuring that they comply with any control measures that are in place.

5.29 Informing Heads of Departments when a process or task changes or it is felt the risk assessment fails to identify appropriate control measures.

Business Manager:

The Business Manager will:

5.30 Advise each Head of Department on the risk assessment process and where practicable ensure the risk assessment is suitable and sufficient.

5.31 Provide Heads of Department with relevant NLGS risk assessment procedural training and review periodically.

5.32 Provide assistance and advice to Heads of Department to ensure compliance and provide the safest possible workspace for pupils, staff, visitors, contractors, vulnerable groups, etc.

5.33 Provide a calendar of when each department's risk assessments are due for renewal.

5.34 Maintain a register of all risk assessments conducted in each area.

6 RETENTION OF ASSESSMENTS

6.1 Risk assessments are retained for a minimum of 3 years.

7 SAFER RECRUITMENT

7.1 Where a new member of staff is joining the school with the result of the DBS still pending, a Pending DBS Risk Assessment will be completed by the HR department along with a separate barred

list check and signed by Headteacher prior to the member of staff being permitted to start. This risk assessment will be reviewed on a weekly basis.

8 PUPIL WELFARE

8.1 All aspects of pupil's welfare are risk assessed in accordance with the potential hazard, for example, medical conditions have been risk assessed under Medical Policies. Bullying procedures are included within the Anti-Bullying Policy and the Safeguarding and Child Protection Policy. All policies can be found within the staff intranet or website.

8.2 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified. The assessment and action will be recorded and regularly monitored and reviewed. Please refer to the senior school's Mental Health Policy.

8.3 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue or by using the attached risk assessment form at Appendix 1. Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

8.4 The information obtained through this process and the action agreed will be shared, as appropriate, with other staff, parents, carers and third parties in order to safeguard and promote the welfare of a particular pupil or of pupils generally.

The School recognises its responsibility to safeguard and promote the welfare of pupils in its care. This responsibility encompasses the following principles:

- to support pupils' physical and mental health and emotional wellbeing (as well as their social and economic well-being);
- to protect pupils from harm and neglect;
- to recognize that corporal punishment can never be justified;
- to provide pupils with appropriate education, training and recreation;

- to encourage pupils to contribute to society;
- to protect pupils from the risk of radicalization, extremism and being drawn into terrorism;
- to build pupils' resilience to radicalization by actively promoting fundamental British Values, enabling pupils' to challenge extremist views;
- to assess the risk of children being drawn into terrorism and to provide appropriate support for those identified as being at risk;
- to ensure that pupils are provided with a safe and healthy environment so far as reasonably practicable; and
- to manage welfare concerns effectively.

8.5 The School recognises that individual pupils may have needs which arise from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision additional to or different from that generally required by children of the same age in mainstream schools. The School is committed to promoting and safeguarding the welfare of all of its pupils having regard to the special requirements of individual pupils but, where appropriate or necessary, balancing the special requirements of individual pupils against the School's responsibilities to promote and safeguard the welfare of all its pupils.

8.6 The School addresses its commitment to these principles through:

Prevention - ensuring that all reasonable measures are taken to minimize the risk of harm to pupils and their welfare by:

- ensuring through training that all staff are aware of and committed to this policy and the values set out;
- establishing a positive, supportive and secure environment in which pupils can learn and develop;
- including in the curriculum, activities and opportunities for PSHE, RSE which equip pupils with skills to enable them to protect their own welfare and that of others; and
- providing medical and pastoral support that is accessible and available to all pupils.

Protection - ensuring all appropriate actions are taken to address concerns about the welfare of a pupil, whether of a safeguarding nature or otherwise. This includes:

- sharing information about concerns with agencies who need to know and involving pupils and their parents, carers appropriately; and

- monitoring pupils known or thought to be at risk of harm and formulating and / or contributing to support packages for those pupils.

8.7 The School recognises that pupil welfare and well-being can be adversely affected by many matters whether in or away from school, including abuse, bullying, radicalization, and behavioural and health issues.

8.8 The School has developed this policy and the policies in the table below, which set out full details of its procedures to safeguard and promote pupil health, safety and welfare.

Policy Responsibility for Risk Assessments	**Person Responsible**
Safeguarding / Child Protection	DSL
Safer Recruitment, Pending DBS Risk Assessments, Volunteer Risk Assessment	Business Manager/HR Manager
Anti-bullying, Inc Cyber-bullying	Head of Pastoral
Behaviour and Discipline	Head of Pastoral
Health and Safety Policy	Business Manager
First Aid Policy	Business Manager
Administration of medicines / Supporting pupils at school with medical conditions	DSL, DDSLs, Business Manager

Supervision	Senior Deputy Head
Specific Activity or Event or Department Risk Assessment i.e. PE, Science	Head of Department, Lead Organiser

9 SPECIALIST RISK ASSESSMENTS

The Business Manager arranges for competent persons, often external to carry out the following risk assessments:

- Fire Safety
- Asbestos Management
- Legionella
- First Aid
- High Risk Work Equipment
- Security

10 RISK ASSESSMENT

What needs to be done — (The 5 Steps):

10.1 Risk assessment is a subjective but logical process which can be broken down into five steps:

10.1.1 **Step 1** Identify the hazard

10.1.2 **Step 2** Decide who might be harmed and how

10.1.3 **Step 3** Evaluate the risks and decide on precautions

10.1.4 **Step 4** Record your findings and implement them

10.1.5 **Step 5** Review your assessment and update if necessary

10.2 When conducting a risk assessment, involvement of staff or their representatives will provide useful information about how the work is done, this will make assessment of the risk more thorough and effective.

10.3 Identify the hazards

10.3.1 Review the task and or work area, talk with the persons involved and identify any hazards. Assessment is not limited to normal work activities, but also special events and activities, if organized by the Head of Department shall also be subject to risk assessment. Remember to include hazards arising from normal activities and potential hazards if things go wrong. Focus on the reasonably foreseeable (that is an event that can logically be predicted to occur and which could result in harm) not remote possibilities. Tasks/activities that pose trivial safety consequences should not be subject to risk assessment. It is helpful to record the hazards; the Hazard Checklist found at Appendix 3 will help ensure hazards are not missed during the risk assessment process.

10.3.2 It is important to remember that an effective risk assessment looks at the whole activity not individual hazards. This avoids the need for unnecessary paperwork and subsequent additional review and will in the end show a complete picture of how the hazards and associated risk are to be managed. There is a tendency to break risk assessments down into bite sized chunks for simplicity, but it is sometimes more effective to manage the hazards collectively thereby making the risk easier to manage overall.

10.4 Decide who might be harmed and how

10.4.1 For each hazard establish who might be harmed, it will help to identify the best way to manage the risk. This does not mean listing everyone by name, but rather identifying groups of people, e.g. Contractors, Employees, Visitors, members of the public etc.

10.4.2 In each case decide how they might be harmed, i.e. what type of injury or ill health might occur. For example, employees may suffer back injury from repeated lifting of boxes.

10.4.3 Some workers have particular requirements, e.g. new and young workers, women of child-bearing age, new or expectant mothers and people with disabilities may be at particular risk.

10.4.4 Shared workplaces present particular problems. Risk assessments should consider the effect of the activity on other workers. Business Manager should also ensure that they are familiar with the risk assessments produced by other groups within the workplace that may affect their staff.

10.5 Evaluate the risks and decide on precautions

10.5.1 Evaluating the risk is a subjective process which becomes easier with experience. To help assessors a 'Risk Rating' calculation matrix is shown below at Table 1.

Tables 2 and 3 provide guidance on definitions of 'likelihood' and 'consequence'.

Table 1 Risk Matrix

Likelihood	0	1	2	3	3	5	6
	1	1	2	3	4	5	6
	2	2	4	6	8	10	12
	3	3	6	9	12	15	18
	4	4	8	12	16	20	24
	5	5	10	15	20	25	30
	6	6	12	18	24	30	36

Likelihood

0 = Impossible for the event to happen.

1 = Highly improbable, only likely in exceptional circumstances.

2 = Might happen, but on balance this is unlikely.

3 = Occasional. There is a 50/50 chance that the event will happen.

4 = Fairly Frequently/ More likely to happen than not to happen.

5 = Frequently/Virtually certain to happen. 6 = It will Happen

Severity:

0 = No injury would arise.

1 = A trivial injury would arise.

2 = The resultant injury would require first-aid treatment. **Minor**

3 = Someone would be incapacitated from normal work because of the injury. **Major**

4 = One person would suffer a major injury (as specified in RIDDOR“)

5 = Death or multiple major injuries would result.

6 = Multi — Offsite deaths. Affecting local residents/community or further

The table shows three bands **low** medium **high risk**

The following numerical values are put against factors, in order to quantify the risk. Each of numbers allocated should be multiplied, to identify the level of risk.

10.1.1 The legal requirement for most Health and Safety Regulations is to reduce the risk of harm so far as is reasonably practicable. The level of acceptable risk is dependent on circumstances; the perceived risks of working in an office environment are different to those of working in a bull ring. It is Business Manager’s responsibility to decide when the level of risk is acceptable, a well-constructed risk assessment will aid in this decision.

10.1.2 Some Regulations, such as the Electricity at Work Regulations, require a higher degree of compliance and therefore do not allow the use of `so far as is reasonably practicable’.

These Regulations are limited to high risk activities and guidance should be sought if there is any doubt regarding compliance.

10.1.3 The first step in evaluating the risk is to establish what controls are currently in place, it is important that this is based on what is actually being done not what is thought to be done. The second step is to decide whether anything else can and needs to be done, this could involve the introduction of additional control measures or better implementation of existing control measures.

10.1.4 If the need for additional control measures is identified, then their implementation needs to be managed. This will require identification of ownership and the setting of implementation dates. Large numbers of additional control measures should be addressed in priority order, the most affective being implemented first. Once additional controls have been identified the risk rating is to be recalculated and recorded on the Risk Control Sheet located in Risk Assessment Module. If existing controls are considered adequate the “Additional Controls” section should be marked “Controls Adequate”.

10.1.5 When assessing risks the following points should be considered:

10.1.5.1 Can the hazards be eliminated altogether?

10.1.5.2 Can the risks be controlled so that harm is 'most unlikely'?

10.1.5.3 Is there a less risky option?

10.1.5.4 Can access to the hazard be eliminated or reduced e.g. barriers, guards etc.?

10.1.5.5 Can the work be reorganized to eliminate or reduce the risks!

10.1.5.6 Are additional welfare facilities required e.g. first aid or washing facilities for removal of contaminates?

10.1.5.7 Is Personal Protective Equipment (PPE) required! The use of PPE is a last resort and should not be preferred to other forms of risk elimination or reduction.

10.2 Record and implement findings

10.2.1 On completion of the risk assessment the details shall be recorded, and the assessment brought to the attention of all those who are at risk or are responsible for implementing the control measures.

10.2.2 It is best practice to record dynamic risk assessments retrospectively and at the earliest opportunity. By recording these assessments, it may be possible to use the findings as a starting point for future similar tasks, thus improving the control of risks and reducing workloads. It also provides an auditable record of decisions allowing for more effective accident investigation.

10.2.3 The most important part of any risk assessment is effective implementation of the control measures. Once implemented, Heads of Departments are to ensure that the control measures remain effective, and that staff are compliant with the risk assessment requirements.

10.3 Review and update

10.3.1 Risk assessments are to be regularly reviewed to ensure they remain suitable and sufficient.

10.3.2 A review is to be conducted:

10.3.2.1 Annually.

10.3.2.2 If there is reason to doubt the effectiveness of the assessment.

10.3.2.3 Following an accident or near miss.

10.3.2.4 Following significant changes to the task, process, procedure or Line Management.

10.3.2.5 Following the introduction of more vulnerable personnel, e.g. persons who are not familiar with the process, task or environment, persons who may have special needs.

10.3.3 If following review there are no changes to be made to the assessment, the Business Manager and/or Head of Department will agree the risk assessment and agree a new review date.

11 FURTHER GUIDANCE

11.1 More information can be found within the Health & Safety manual for a complete guide on how to conduct a risk assessment (examples shown below). Alternatively, please liaise with Business Manager.

Appendix 1 – Specific Hazard Checklist

HAZARD	POSSIBLE CAUSE	EXISITING CONTROLS	PSR (Potential Severity Rating)	PLR (Potential likelihood Rating)	Risk Reduction Number RRN = (PSR x PLR)	NOTES/FINDINGS/RECOMMENDATIONS
Area, Facility, Activity	Risks within the area or part of that area i.e. wet surface, supervision, manual handing etc.	Control measures already in place i.e. inspection sheet, regular training.	Enter a No. from 1 — 6 1 Negligible 2=Minor injury 3 =Major injury 4= single death 5= Multi death 6= Multi offsite	Enter a No. from 1 — 6 1- Improbable 2=Possible 3-Occasional 4.- Fairly frequent 5- Frequently 6- Certainly	Any areas over 9 need urgent attention	Areas of concern or highlight areas of action. Repeat areas to action on the recommendation sheet
1. Floors & windows						
2. Walls & doors						
3 Ceilings & lights						
4 Sinks, Facilities & toilets						
5 Fire						
6 Electricity						
7 Contagious Diseases						
8 Furniture a. desks b. chairs c. bookcase & cupboard						
9 Equipment i.e. books						
9a Scissors						
10 General behaviour						
11 Chemicals						
12 Blind cords, strangulation						
13 First aid						

Appendix 2

RECOMMENDATION FOR RISK REDUCTION

Action	By when?	By Whom?	Completed
Action	By When?	By Whom?	Completed

Appendix 3

START TASK

Hazard identification

Hazards must have the potential to cause harm. Trivial safety consequences or improbable circumstances should not be subject to further risk assessment

Undertake task. Task to be reassessed if influencing factors change.

Dynamic Risk

This allows for immediate mental safety assessment to be made without implementing the formal risk assessment process. E.g. the decision to tackle a small fire which would increase if delayed by formal assessment. This is to be used in emergencies where any delay increases the risk of harm. Once the emergency has been resolved, the assessment should be recorded

Formal Risk Assessment

When assessing a risk all influencing factors must be considered. Follow the guidance in this policy to complete your assessment.

Generic Risk Assessment

Some common tasks may have been assessed by Line Managers that are highly relevant to similar locations.

If the Line Manager considers that the influencing factors of a previously conducted assessment are the same as in his/her location and that the controls would adequately control the risk, then the assessment may be used, saving time and effort.

RECORD ASSESSMENT

Consider additional control measures and re-assess

Review of Assessment

Risk Assessments are to be reviewed annually, following an accident/incident or when it is believed the control measures are no longer adequate or effective

Inform those exposed to hazard of the risk assessment findings and ensure control measures are adopted.

Seek guidance from HS&CD

Accident/Incident Investigation

In the event of an accident/incident a copy of the risk assessment shall be kept with the accident investigation report

Undertake task implementing, monitoring and supervising control measures

Appendix 4 Statutory or mandatory risk assessments

Statutory or mandatory risk assessment	Completed by	Date of review
Workers under the age of 18 Asbestos Substances hazardous to health Display screen equipment Fire First aid needs Manual handling Working at height Children being drawn into terrorism Swimming pools (if applicable) Pregnant staff	**n/a**	n/a

Appendix 5 - Risk Assessment Template

General Risk Assessment

Activity/Hazard	Benefit	Risks	Risk Assessment (use Matrix)			Elimination/ Control methods	Who/ When	Comments
			L	C	R			