

RISK ASSESSMENT POLICY

This policy applies to all areas of Newcastle High School for Girls and should be read in conjunction with the school Health and Safety Policy.

Statement

This policy reflects the commitment to Health & Safety by Newcastle High School for Girls. All reasonably practicable steps will be taken to secure the health, safety and welfare of everyone legally on the School's premises and those attending school activities off-site.

Newcastle High School for Girls adheres to the GDST Risk Assessment Policy which is as follows:

Risk Assessment Policy Statement (04/16)

The GDST recognises that Risk Assessment is one of the keystones of good H&S 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; and, employ personal protective equipment.

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

Guiding Principles

- 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 risk template is to be used for all school risk assessments (see appendix 1).
- The risk assessment is to document who has completed it, the date of completion and the review date.
- Where possible, investigation should be made to the possibility of eliminating the hazard.
- All risk assessments are to be stored on the central drive so that they are accessible to all personnel. The only exceptions to this are Risk Assessments for school trips which are stored on the Evolve database.
- Heads of Faculties (academic) and Heads of Functional Areas (support staff) are responsible for ensuring that the risk assessments for their area of responsibility are completed and reviewed on an annual basis and that all staff who may work in their area are familiar with the applicable risk assessment.
- All school staff are to receive training in the 5 principles of risk assessments.

In the event of an incident, a near miss or a significant change in the setting or activity, the applicable risk assessment must be reviewed.

Reference can be made to the GDST Risk Assessment Policy Statement here <https://hub.gdst.net/Health-and-Safety/Health-and-Safety-Risk-Assessment/Risk-Assessment-General-Guidance/1292>

August 2018
Review Date: August 2019

Task/Activity:

Date:

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

Hazard	Why is this a hazard?	Who is at risk?	Severity of Consequence <i>(worst case scenario)</i> 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Existing Control Measures	Likelihood <i>(of any incident)</i> 1 = Improbable 2 = Conceivable 3 = Likely 4 = Probable 5 = Certainty	Risk Rating Severity x Likelihood	Acceptable Tolerable Action Required (9+) Prohibited <small>(See Oracle>H&S> Risk Assessment >Risk Matrix)</small>	Improvements /Action Required	Residual Risk

Assessor:

Reassessment Date: