

PARADIS INTERNATIONAL COLLEGE	Doc. Ref. :
	Date of the last review: 2024
	Date of next review: 2025
RISK ASSESSMENT POLICY	

Disclaimer
The information contained in this document has been prepared exclusively for the internal use of Paradis International College. Since this document is confidential and proprietary to Paradis International College, third parties are not entitled to rely on it in any way. The present document has been issued in English.

	AUTHORS	APPROVED BY
Name	ZOFOTĂ MONICA	ALBU OANA
Title	Primary school teacher	Director of College

	Revision 2024	APPROVED BY
Name	Claudia Mihesan	ALBU OANA
Title	Highschool teacher	Director of College

INTRODUCTION

- This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible and reasonable health and safety measures to control and reduce the identified risks.
- The School takes a proactive approach to managing risk, and thereby reduces the likelihood that pupils, staff and visitors will be harmed through negligence or lack of foresight or proper planning.
- In accordance with our duties, the school is required to undertake regular (yearly or more often, as needed) risk assessments and take any necessary action arising from these, according to provisions set out in the Health and Safety policy and elsewhere.
- The College Director is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school premises, or when particular needs of a child, member of staff or visitor necessitate this.
- The College Director is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures considering any potential risks that they or other members of staff discover.
- A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff (Cleaning staff) on arrival at the school and will be completed before any children arrive.
- During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:
 - ☐ the School's environment, both indoors and outdoors;
 - ☐ all surfaces, both indoors and outdoors;
 - ☐ all equipment used by children or staff.
- On discovering a hazard, staff will take all necessary steps to keep themselves and any other people potentially affected safe. They will then notify the Director of College and ensure that a record is made in the Register of Damages.
- The College Director is then responsible for ensuring that any necessary action is taken.

- Put simply, a risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them.

THE PROCESS OF RISK ASSESSMENT

1. What can be risk assessed?

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precautions (the risk assessment)

Step 4: Record findings and implement them

Step 5: Review the assessment and update if necessary

2. What is a hazard?

A hazard is anything which can/may cause harm e.g. electricity, chemicals, etc

3. What is risk?

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

4. Evaluating the risk

After detecting a possible hazard, staff have to decide how to address it. They should consider the measures already in place and how the work is organised. Then compare this with the good practice and see if there's more they should be doing to bring themselves up to standard.

5. What is a risk assessment?

Risk assessment is defined as “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”.

The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

6. The five step process is as follows:

Step 1: Identify the hazards for:

- ☐ Location
- ☐ Activities
- ☐ Equipment
- ☐ People

Step 2: Decide who/what? might be harmed and how

- For each hazard staff need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/pupils.
- Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

- Consider how likely it is that each hazard will occur and what control measures staff already have in place. Have the control measures already in place got rid of the hazard altogether or did they reduce the risk so that harm is unlikely? If the task has not been adequately controlled what further actions are required.
- If any further actions are required the name of the person responsible for taking action should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record findings and implement them

- Putting the results of the risk assessment into practice will make a difference when looking after staff, students, parents etc.
- Writing down the results of the risk assessment, and sharing them with the staff, encourages staff to do this.

Step 5: Review the assessment and update if necessary

- Risk assessments need to be reviewed and if necessary updated every year. However a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

RESPONSIBILITIES FOR RISK ASSESSMENT

1. The School's responsibility

- It is the School's responsibility, through its management, to ensure risk assessments are completed and implemented.
- Paradis International College will utilise risk assessments at all levels to manage risk, from the Risk Register (appendix) to risk assessments for individuals.
- Paradis International College will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.

2. Responsibilities of all staff

- All 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 Health and Safety Policy and arrangements (including risk assessments) in order to comply with their health and safety duties.
- All staff are expected to participate in the completion of risk assessments when requested to do, follow safety related instructions and safe systems of work identified in risk assessments. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager, in order to assist with reducing risks.

3. General Arrangements

Each department is responsible for ensuring risk assessments are in place for all work activities, the Health and Safety Manager will work with all departments to provide advice and support.

- Risk assessments should consider the following general hazards/situations:
 - ☐ Safeguarding of pupils
 - ☐ Supervision arrangements
 - ☐ Manual handling
 - ☐ Slips and trips
 - ☐ Hazards from equipment/machinery used
 - ☐ Substances
 - ☐ Noise
 - ☐ Access and egress
 - ☐ Preventing unauthorised access to high risk areas

- Risk assessments should be undertaken using the school risk assessment template to enable a consistent judgement of risk and easy identification of the high priority risks, see appendix Guidance on Completion of Risk Assessment
- Completed risk assessment should be made available on the shared drive and the Health and Safety Manager notified.

4. Dynamic Risk Assessment

- Although many risk assessments have been completed, it is possible that some tasks still need assessing or reassessing, therefore if any member of staff has a role which they think has uncontrolled risks, they must inform their line manager or the Health and Safety Manager.
- Levels of risk can change from day to day, and tasks that have been assessed and suitably controlled may have a higher level of risk on some occasions (e.g. due to weather conditions or poor housekeeping), and it is essential that every member of staff takes a moment to assess risk for every job before they start it. This is known as a '**dynamic risk assessment**' and is simply taking a moment to think before acting. It's the same principle as looking both ways before crossing the road – one should do it every time before crossing the road. Staff must still take the time to assess the risks before undertaking a task, even if there is an up to date risk assessment.
- Staff must never undertake a task where they have identified a risk that means they cannot do the task safely at that point in time, or that creates uncontrolled risk to others, especially pupils at the school.

TRAINING

- All new members of staff are given an induction into the School's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it.
- All staff responsible for completing risk assessments will be provided with training to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.
- The Headmaster and Heads of Departments are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of pupils and staff.
- Risk assessments should be used to identify further staff training needs to enable them to work safely.

EDUCATIONAL AREAS

- There are number of higher risk pupil-focused activities which take place at Paradis International College, each of which requires risk assessment:
 - ☐ safeguarding, child protection, and prevention
 - ☐ outdoor adventurous training and overnight trips (e.g. [Risk Assessment ski camp.docx](#))
 - ☐ all school trips(eg [Risk assessment survival camp.doc](#))
 - ☐ science experiments ([Science risk assesment.docx](#))
 - ☐ each sport and teaching activity
 - ☐ art activities and equipment (including the clay and print studios) ([Art risk assesment.docx](#))
 - ☐ music activities (including minimising the risk of hearing loss to staff)
 - ☐ drama activities and sets (including the set build and break down, back stage, stage/performance,)
 - ☐ Technical lab activities
 - ☐ Cooking lab activities
 - ☐ Pottery workshop activities
 - ☐ Robotics lab activities

MONITORING AND REVIEW OF RISK ASSESSMENTS

- All risk assessments should be regularly reviewed:
 - ☐ If there is significant change in the circumstances, e.g. new equipment/ways of working.
 - ☐ After an accident or incident
 - ☐ If the original assessment is no longer valid, e.g. change in legislation or changes in technology/science.
 - ☐ In all other cases regularly (annually).

HOW TO CONDUCT A RISK ASSESSMENT

- A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations.

- To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether enough is being done to prevent that harm. Once decided on that, identify and prioritise putting in place appropriate and sensible control measures.
- It is crucial that the risk assessment contents, particularly the control measures, actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment, it must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks.
- When completing a risk assessment the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless school/work activities increase the risk.