



All Saints Avenue Margate Kent CT9 5QN 01843 290131 [www.cherrytreeeducation.co.uk](http://www.cherrytreeeducation.co.uk)

OUTSTANDING IN ALL AREAS

# CHERRY TREE SCHOOL RISK ASSESSMENT POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018, SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER 2022, SEPTEMBER 2023, SEPTEMBER 2024, SEPTEMBER 2025

DATE OF NEXT REVIEW: SEPTEMBER 2026

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

# Cherry Tree Risk Assessment Policy

Risk Assessments will be carried out in the Cherry Tree school to determine the risks associated with working operations. The assessments are required to identify risks both to employees, pupils and to any other persons who may be affected.

Risk Assessments are updated annually or as and when an incident or issue demands a review and the responsibility for administering the completion of these lies with the School Operations Manager.

C.O.S.H.H. regulations 2002 place a statutory duty on employees to assess the potential health risks to employees arising from work involving the use of hazardous substances.

## **Risk Assessment Procedure**

### **Introduction**

It is a general legal requirement of the Management of Health & Safety at Work regulations (1999) to carry out risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, noise, machinery etc.

The following procedure should be adopted for general risk assessment of an area or a job/task. It is based on the HSE 'Risk Assessment guide to controlling risks in the workplace' (2014).

Risk assessment should be undertaken systematically to ensure that all significant hazards and risks are identified and, where appropriate, controls are put in place to either eliminate the risk or reduce it "as far as reasonably practicable".

### **What is a Risk Assessment?**

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. 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.

**Hazard:** A hazard is defined as something with the potential to cause harm.

**Risk:** A risk is the likelihood of potential harm from the hazard being realised. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

## **Cherry Tree Risk Assessments**

Cherry Tree Risk Assessments are completed by the School Operations Manager who will consider the general hazards for specific areas / activities and or pupils / staff.

All pupils at Cherry Tree will have an individual Risk Assessment and all Outdoor / Offsite Activities will also have a Risk Assessment completed.

The assessments require the risk to be evaluated before and after the suggested controls are in place. This will help identify the urgency of control measures and whether, following the introduction of controls, the risk can be reduced sufficiently. The following matrix is used to help to determine the risk rating.

## Risk Matrix:

<b>Severity</b> <b>Likelihood</b>	<b>Slightly harmful</b> (e.g. Superficial injury or temporary discomfort or distress)	<b>Harmful</b> (e.g. Sprains, minor fractures, ill health leading to disability)	<b>Extremely harmful</b> (e.g. major fractures, amputations, fatality, life shortening illnesses)
<b>Highly unlikely</b>	LOW (L)	LOW (L)	MEDIUM (M)
<b>Unlikely</b>	LOW (L)	MEDIUM (M)	HIGH (H)
<b>Likely</b>	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

## Risk Rating:

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3-day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.

The completed risk assessments are signed off and reviewed by the School Operations Manager. They will then be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

### Review of Risk Assessments

A risk assessment must be reviewed if there is any significant change to pupils' individual circumstances; any issues affecting staff circumstances: a specific area/job/task; or if there is any other reason to suspect a Risk assessment is no longer valid. Risk assessments should be reviewed after accidents/incidents involving the task assessed. In any event, it is good practice to review assessments regularly to ensure they are still accurate, and controls remain in place.

**This policy will be reviewed at least annually by the Headteacher and or the Management Committee**