Appendix to Risk Management Policy – Newburn Manor Primary School.

Areas of risk

The school identifies key areas that present risks to the school community – these include, but are not
Risk ratings

The school adopts the following risk ratings to determine the impact and severity of different hazards:

Likelihood	Impact					
		Very low	Low	Medium	High	Very high
	Very high	2	2	3	3	3
	High	1	2	2	3	3
	Medium	1	2	2	3	3
	Low	1	1	2	2	3
	Very low	1	1	1	1	2

In line with the above point, the school has identified the following risk actions depending on the determined risk rating:

Degree of risk	Risk treatment
Low	• Acceptable level of risk. • Risks should be monitored and reassessed at appropriate intervals. • No further action or additional controls should be necessary.
Moderate	• Unacceptable level of risk. • Efforts should be made to reduce risk. • Establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.

	• Resources may need to be allocated to reduce the risk. • Where the risk involves work in progress, immediate action should be taken.
High	• Unacceptable level of risk. • Immediate action must be taken to manage the risk. • Control measures must be put into place which significantly reduce the impact of the event or the likelihood of it occurring. • A significant number of control measures are required. • Resources will need to be allocated to reduce the risk.

When completing risk assessments, staff members will grade impact and likelihood using the above scale systems and respond appropriately in line with the above rating.

1. Principles of effective risk management and assessment

The school follows the following key principles of risk prevention:

- If possible, avoid a risk altogether
- Avoid introducing new hazards
- Evaluate unavoidable risks via a risk assessment
- Combat risks at the source
- Consult with those affected to adapt work to the requirements of the individuals
- Consult with the health and safety lead
- Take advantage of technological and technical progress where appropriate
- Implement risk prevention measures within policies
- Give priority to protection measures that safeguard the whole school
- Ensure that staff and pupils understand what they must do to minimise risk
- Develop a positive approach to health and safety within school

The school will use a five-stage process to undertake a risk assessment:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks
- Record the findings
- Review

Hazards that are already covered under other risk assessments will be ticked as 'checked' in the general risk assessment. There will then be no need to conduct a separate risk assessment unless the risk changes.

2. Hazard identification

When identifying hazards, staff members will:

- Consider what could reasonably be expected to cause harm – this could include anything related to the school premises or the delivery of its curriculum, whether on- or off-site.
- Consider potential risks from the perspective of other staff, visitors and pupils, including consulting these groups where necessary.
- Give priority focus to significant hazards that could result in serious harm or affect several people.

To identify hazards, staff members will have regard to factors including, but not limited to, the following:

- The environment, e.g. poor lighting or low/high temperature
- Slipping and tripping hazards, e.g. poorly maintained floors or stairs
- Fire, e.g. from flammable materials
- Chemicals and how they are used, and in what quantities, e.g. cleaning chemicals
- Moving parts of machinery, e.g. within faculty workshops
- On-site vehicle movements
- Asbestos on school premises
- Selection and management of contractors
- Work at height, e.g. scaffolding around buildings
- Ejection of materials, e.g. workshops and experiments
- Pressure systems, e.g. within laboratories

- Electricity, e.g. poor wiring, portable appliances, electrical experiments
- Dust, e.g. metal grinding and cement
- Fumes, e.g. welding and chemicals
- Manual handling
- Noise
- Building design and maintenance
- Biological hazards, e.g. gardening or contact with bodily fluids
- Management of work-related stress
- Behaviour management, e.g. kicking, hitting and verbal abuse

3. Individuals at risk of harm

In addition to staff and pupils, those conducting a risk assessment will also consider individuals and groups who may not be in the workplace consistently.

Staff will have regard to the following groups of people:

- Staff members
- Operators
- Maintenance personnel
- Cleaners
- Contractors
- Parents
- Pupils
- Visitors

Staff will also have due regard to the following groups:

- Staff and pupils with disabilities
- Pupils with SEND
- Inexperienced staff
- Lone workers
- Pregnant workers

- Staff and pupils with mental health needs
- Pupils with safeguarding needs
- Other groups which could be particularly at risk depending on the nature of the hazard

4. Evaluating risks

Staff will evaluate the risks arising from the hazards and decide whether existing precautions are adequate, or more should be done in line with the risk rating.

For each significant hazard, staff will decide whether the residual risk is high, moderate or low.

Staff will consider whether industry standards are in place and whether all has been done that is reasonably practicable to keep the workplace safe.

Staff will ensure that managing additional hazards does not interfere with other control measures, such as fire safety.

Staff will ensure that the following are in place:

- Adequate information, instruction or training
- Adequate systems or procedures

When implementing control measures, staff will have due regard to whether the precautions:

- Meet the standards set by a legal requirement.
- Comply with the recognised industry standard.
- Represent good practice.
- Change existing precautions in place.

To reduce risks as far as reasonably practicable, staff will aim to eradicate the hazard completely, or control the risk significantly to ensure that harm can be deemed unlikely, or the likelihood of harm occurring is sufficiently minimised.

5. Recording findings

Staff will ensure that significant hazards are recorded, as well as the control measures in place to mitigate those hazards, and the expected outcomes following the implementation of the control measures.

Up-to-date copies of risk assessments will be stored in the school office, in line with the school's Records Management Policy.

Where a risk assessment includes personal details about an individual, e.g. personal health information, the school will ensure that the risk assessment maintains that individual's confidentiality, and will therefore only share the details of the assessment where necessary.

Staff will not be required to show how the assessment was carried out, provided that:

- A proper check was made.
- The assessment details who might be affected.
- All the obvious, significant hazards are considered, taking into account the number of people who could be involved.
- The precautions are reasonable and the remaining risks are low.

All findings will be reported to the headteacher. Where the impact or likelihood of major risks cannot be minimised, the headteacher will decide whether the activity will still take place.

6. Reviewing

Any concerns from staff regarding the control measures implemented following a risk assessment will be discussed with line managers and trade union representatives in the first instance, in order to try and reach a collaborative solution. Concerns will be taken to HSE if further escalation is needed.

Risk assessments will be reviewed in line with the school's Risk Assessment Review Tracker. The school implements the following requirements for when risk assessments will be reviewed:

- When there are changes to an activity
- After a near-miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes to good practice
- When there are changes to related legislation
- Annually, if for no other reason
- Reviews of risk assessments will be dynamic, as necessary.
- A new risk assessment will not be conducted unless there are significant changes relevant to the activity in question.

Risk assessments developed for high-risk activities will be reviewed on a termly basis by the individual who created the risk assessment and the headteacher.

All reviews will be recorded on the Risk Assessment Review Tracker. Changes will be communicated to all relevant stakeholders immediately.

Risk assessments will be stored for the duration of the risk assessment, plus three years, in line with the school's Records Management Policy.

7. Training

All staff members will receive annual training on basic risk management procedures. Staff members with a responsibility for creating and completing risk assessments will receive in-depth training on risk management on an annual basis, in addition to the basic risk management training offered. All new staff members will receive training on risk management and will be required to familiarise themselves with this policy as part of their induction training.

Staff whose work involves a greater element of risk will have extra or specific training, including:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage of, and accountability for, potentially hazardous materials in their buildings.

Ratified LGB: Sep 2025

To be reviewed: Sep 2026

Signed:



D. Sheriff, Chair of Governors