



St. Nicholas' Primary School
Minorca Place
Carrickfergus
Co. Antrim
BT38 8AU

St Nicholas' Primary School, Carrickfergus Risk Assessment & Action Planning Documentation



Introduction

St Nicholas' Primary School is committed to the development of each child's full potential in a climate of joy, challenge, co-operation and celebration.

In order to achieve our aspiration, we must ensure that our learning environment, the resources and experiences we provide are of sound working order in order to ensure the health & safety of our school community.

The Management of Health and Safety at Work Regulations (NI) 2000 require that suitable and sufficient assessments of the risk arising out of work are carried out.

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.

What is a Risk Assessment?

A risk assessment is the identification of potential harm which could occur to individuals and/or property. This is done in order that appropriate measures can be put in place to reduce any such risk to an acceptable level. The process of risk assessment is therefore about minimising not eliminating risk.

Why conduct a Risk Assessment?

The Management of Health and Safety at Work Regulations (NI) 2000 require that suitable and sufficient assessments of risk occurring in places of work are carried out.

As part of the role of the Board of Governors, there is a requirement to ensure that a safe environment is provided for all employees and site users (pupils/parents, etc.).



Principal: Miss G Doherty

Tel: (028) 9335 1149

E-mail: info@stnicholasps.carrickfergus.ni.sch.uk
www.stnicholasps.org.uk

In order that they can comply with this requirement there are times when it will be necessary to carry out a risk assessment of various situations. This may involve Health & Safety issues which relate to the building or site layout; it may also be that the risk is created because of an individual/individuals within the school community. In addition there will be a need to become involved in risk assessing some events to ensure that the Governors are confident that all appropriate measures are put in place to minimise any risks which may occur. This would, for example, be the case in relation to pupils involved in an off-site educational visit.

When do you need to carry out a Risk Assessment?

On a day to day basis we are all involved in risk assessment to ensure the safety and welfare of ourselves and others; this will continue to be the case within the school. The need to carry out a more formal written risk assessment will arise less frequently.

In the case of schools it is good practice to have written risk assessments of the potential hazards arising from normal activities and should always be the case where a significant risk exists.

Ideally a complete assessment of the property, grounds and activities should be undertaken and the results recorded and reviewed on a regular basis, this can be incorporated into annual building inspections.

While this may not be practical for all schools there are certain circumstances where risk assessments must be carried out:

1. Where a significant Health & Safety risk has been identified in relation to the building or site.

2. Where a pupil's behaviour is posing a significant risk to themselves, others or to the fabric of the building.

The Board of Governors have a duty of care for all pupils within the school as well as ensuring that the work environment is safe for staff. It is therefore recommended that, where the behaviour of any pupil/pupils is significantly challenging, resulting in a high level of risk to the individual and/or to others, a risk assessment should be carried out. It will be particularly important to carry out an assessment where any assault occurs.

In all cases where a physical assault has occurred on a member of the teaching staff, a copy of the completed risk assessment should be sent to the Health and Safety Adviser at Education Authority along with a completed accident form.

3. Where a school wishes to participate in an educational visit.

Recently all school Governors/Principals will have received information on a document "Educational Visits - Policy, Practice and Procedures" and a copy of this document should be available to all schools on the Education Authority website.

In order that the school can comply with this guidance there is a need for the school to have carried out a risk assessment of the visit. This risk assessment will be part of the completion of the planning checklist which must be completed by the school prior to seeking approval for the visit.

In the case of Maintained schools, the authority to approve such visits has been delegated by CCMS to the Board of Governors.



Principal: Miss G Doherty

Tel: (028) 9335 1149

E-mail: info@stnicholasps.carrickfergus.ni.sch.uk
www.stnicholasps.org.uk

What does Risk Assessment involve?

Stage 1 – Identify hazards

A hazard is anything that has the potential to cause harm. Hazards can be identified through looking at the site, considering issues which may arise and by considering past experience /incidents. While all hazards should be considered it may only be necessary to produce written assessments for those with a potential to cause significant harm.

Stage 2 – Decide who/what might be at risk

In school those at risk can be divided into a number of categories; pupils, staff, other site users (e.g.parents) and property. The risks posed by hazards may be very different for each of these groupings – it may be that the hazards impact on one or more of these categories.

Stage 3 – Evaluate the risk and consider whether current precautions are adequate or are further support measures required

Risk is the chance or likelihood that someone will be harmed to some extent by the hazard. In most cases the risk cannot be completely removed and therefore consideration will need to be given to a number of options;

- Avoid the activity
- Find another less risky alternative
- Make people fully aware of the potential risk
- Increase supervision/reduce contact with the risk
- Make those responsible for reducing the risk aware of its existence.

In evaluating the risk there is a need to consider both the severity of harm and the likelihood of the harm occurring. In assessing the severity we need to consider on a 5point scale what the worst thing is that can happen (e.g. from no injury to death). In assessing the likelihood it will be useful to consider past experiences/events.

Severity (Judgement on realistically what is the worst thing that could happen)

Severity Score

Death 5

Major Injury/Harm 4

Serious Injury/Harm 3

Minor Injury/Harm 2

Nil 1

Likelihood (Judgement about the chance or likelihood of an injury or ill health occurring)

The risk factor will be identified through the multiplication of **severity x likelihood** and will be a score from 1 – 25.

Likelihood Score

Very likely 5

Likely 4



Principal: Miss G Doherty

Tel: (028) 9335 1149

E-mail: info@stnicholasps.carrickfergus.ni.sch.uk
www.stnicholasps.org.uk

Quite possible **3**

Possible **2**

Not likely **1**

The following generic risk assessments have been produced to assist establishments with risk assessment and provide a basis for individual sites to consider their specific circumstances.

Some assessments may not be relevant to your establishment, others may need customising to suit your specific location and/or work activity and others may not need changing at all.

The forms are only partially completed and will need to be adapted by a competent person from the establishment, who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and add any site specific items identified.

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 completed generic assessments will need to be signed off by the person completing the assessment and the establishment manager. They will then need to 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.

Further Guidance

If you require any further assistance with completing these generic risk assessments contact the Education Authority Health & Safety Team.

For guidance on carrying out risk assessments in general please check the information available from the following sources:

Health & Safety Executive N.I.
83 Ladas Drive
Belfast
BT6 9FR
Telephone: 028 9024 3249
Fax: 028 9023 5383
www.hseni.gov.uk

Signed: _____ Chair of Governors

Signed: _____ Principal

Date: _____



Principal: Miss G Doherty

Tel: (028) 9335 1149

E-mail: info@stnicholasps.carrickfergus.ni.sch.uk
www.stnicholasps.org.uk