

SHIPBOURNE SCHOOL RISK REGISTER



September 2023

INTRODUCTION

Before senior managers can commit resources to risk control activities, the risks requiring control must be identified and assessed and the control measures deemed necessary selected. Risk assessments are the normal tool used to achieve this objective. Although a legal requirement, completing a risk assessment will not ensure legal compliance unless the control measures needed to treat the risk are acted upon.

A well developed health and safety risk register can be a useful tool that will enable Head or school managers to identify, commit resources to and monitor the control of the most significant risks the establishment faces. A Risk Register should be developed detailing the risk assessments that have been completed. This has a number of purposes:

- It will provide documentary evidence that the school is identifying and managing risks
- It will act as a control document to ensure risk assessments are being completed and reviewed as necessary
- It will identify who owns the risk assessments
- It will identify any significant risks that are not being reduced to as low as reasonably practicable
- It will identify any further control measures that are required to be taken

It is recommended that the Governing Body, as part of the overview of health and safety within the establishment, review the risk register at least once a term.

WHAT HAS TO BE RISK ASSESSED?

There are no fixed rules on what has to be risk assessed. It can be aimed at general work activities, specific work activities (for example, manual handling), specific persons (for example lone workers or pregnant employees), pieces of equipment (for example, woodworking machinery) or environmental factors (such as noise).

The following is a list of core risk assessments that establishments could develop:

PREMISES RELATED	PERSON RELATED	CURRICULUM RELATED	NON-CURRICULUM
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General premises and grounds risk assessment	Teachers/Teaching Assistants	Design and technology lessons	Breakfast or after school clubs
Playground and outdoor play equipment risk assessment	Site Care staff	Art and craft lessons	School events such as plays, firework displays, fetes etc
Fire risk assessment	SEN or medical needs children	Food technology lessons	
Classroom risk assessment	New or expectant mothers	Physical education lessons	
Asbestos risk assessment		Educational visits/learning outside the classroom	
Legionella risk assessment		Primary school curriculum	
Premises security risk assessment			
Kitchen risk assessment			

SCHOOL RISK REGISTER

There is no set format for a risk register but the following example may assist establishments in developing a register. The recommended contents are as follows:

- Risk assessment-this is a simple explanation of what has been risk assessed
- Owner-this is details of who was responsible for completing the risk assessment
- Review date-all risk assessments require review either periodically or when significant change has occurred
- Significant risks-this is a summary of any significant risks that remain that are not currently being controlled
- Action-this is a summary of any recommended actions that are to be taken as a result of the risk assessment. This may include details of the action to be taken, who is responsible for this and when the recommended action is to be completed

NAME OF ESTABLISHMENT: Shipbourne Primary School

OWNER OF REGISTER: Terri Daters – Head of School

DATE OF REVIEW: 7th September 2023

DATE OF NEXT REVIEW: April 2024

RISK ASSESSMENT	OWNER	DATE REVIEWED	Summary of main risks that remain but with mitigation in place
Playground	Terri Daters	September 2023	Fall from climbers Slip on steep slope Wildlife garden Falling branches from trees Trips and slips on playground debris in Autumn – leaves, acorns, twigs
Breakfast Club	Terri Daters	September 2023	
Forest School (not currently happening)	Terri Daters	September 2022 (re-instate when Forest School occurs)	Injury from burns, cuts, trips, falls, lost child
Lesson specific eg. DT, Science	Class teachers	When relevant	Injury from tools, hot liquids
Travel by minibus, coach, private car	Trip leaders	When used on each trip September review	Accident Breakdown
Local walks	Trip leaders	When used on each trip September review	Pedestrian hit by car Lost child Stranger danger
Educational visits	Trip leaders	Written 4 weeks prior to trip and reviewed by EVC on Evolve	Injury to child/adult Stranger danger Site specific risks
Legionella	Terri Daters	February 2022	Legionella outbreak

Fire	Terri Daters	October 2020 Annual review	Injury Loss of building
Infection contro;	Terri Daters	Termly review or when guidance/situation changes	Covid outbreak Impact on health Impact on wellbeing
COSHH	Terri Daters	May 2023	Injury from incorrect use
Asbestos	Terri Daters	Autumn 2022	Significant harm to health
Tree Survey	Terri Daters	July 2022	Harm from falling or low hanging branches
Building conditions	Terri Daters	December 2022	Harm from poor condition: falling masonry, mould, damp; insecure chimney
Working at Height	Terri Daters	September 2023	Significant injury from fall due to improper use/maintenance of equipment
Manual Handling	Terri Daters	September 2023	Significant injury from improper technique/handling heavy loads/dropping heavy load
Gymnastics Equipment	Terri Daters with Pure Sports	September 2023	Harm from poor maintenance, incorrect use, falling from height
EYFS outside area	Alison Holmes	September 2023	Slips, trips and falls; fall from height
Specific injuries - recovery		Only implemented when appropriate – reviewed weekly	Exacerbation of injury Further injury Significant harm
Lone working policy	Richard Rule	January 2023	Injury Intruder
Specific needs eg. Pregnancy, SEN, intimate care	Terri Daters	As required	Harm Child protection
Specific events inc PTA led	Event lead	As required	