



RISK ASSESSMENT POLICY

RPE-PL-11

POLICY OWNER	Education Quality and Accountability Office
MONITORING AND EVALUATION	Principal and Senior Leadership Team
APPROVED BY	School Board
APPROVAL DATE	
DATE POLICY CAME INTO EFFECT	
PERIOD OF REVIEW	1 year
DATE OF NEXT REVIEW	

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1 RPE Mission and Vision

Mission

Richmond Park Education aims to provide an inclusive learning environment that **nurtures, inspires and empowers** the students to reach their full potential academically, socially, and emotionally. Through innovative teaching methods, engaging and challenging enrichment programmes, personalised attention, and collaboration with families and the community, we cultivate critical thinking, creativity, and a lifelong passion for learning.

Vision

Vision of Richmond Park Education is to prepare the students to become compassionate, confident, and responsible global citizens who are equipped with the knowledge, skills, and values to thrive in an ever-changing world.

2 Introduction

This policy was prepared by RPE Education Quality and Accountability Office.

The School Board has agreed and ratified this policy.

This policy is to be read in conjunction with the following policies: Health and Safety Policy and all related policies that extend from it, Safeguarding and Child Protection Policy.

3 Rationale

Richmond Park International School, Sarajevo (hereinafter: the School) provides each student with a broad, balanced education in a safe and supportive environment.

The school is committed to safeguarding and is promoting the well-being of the students and will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees, students and visitors.

A **risk assessment** is a tool for conducting a formal examination of hazards and risks to people (or an organisation) that could result from a particular activity or situation, and putting in place suitable and sufficient control measures.

4 Aims

The risk assessment for activities or certain areas of the school are an important aspect of the school's approach to maintaining a safe working and learning environment. All staff are required to consider the hazards and the risk of the activities which are under their control or in which they have an interest. The main objective of a risk assessment is to prevent death, ill health or personal injury. This policy aims to ensure:

- that suitable and sufficient risk assessments are undertaken for activities,
- that identified controlled measures are implemented to control risk so far as reasonably practicable,
- that those affected by school activities have received suitable information on what to do,
- that risk assessment is recorded and reviewed when appropriate.

5 Roles and Responsibilities

Board

The School Board has devolved responsibility from the Richmond Park Education Board for approving this policy and ensuring it is implemented appropriately.

Principal, Senior Leadership Team, Heads of Department, Year Leaders and Line Managers

The Principal, SLT, Heads of Department, Year Leaders and line managers will be responsible for the implementation of this policy.

Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, all staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the members of the SLT, the Principal and other members of the maintenance team in order to comply with the health and safety procedures. Finally, all members of staff are responsible for reporting any risks or defects to the Health and Safety Officer.

6 Risk Assessment Procedure

A template Risk Assessment Form (Appendix 1) is found at the end of the policy. The document can be used by staff and amended and adapted as they require. Previous examples of risk assessments will be deposited and made available on the School Google Drive and may be used to assist staff in planning activities. Risk assessments will consider the following:

- **Hazard** is something with the potential to cause harm.
- **Risk** is an evaluation of the probability (the likelihood) of the hazard causing harm.
- **Risk assessment** is the resulting assessment of the severity of the outcome, and whether enough precautions were taken, or more needs to be done to avoid harm.
- **Control measures** are the measures and procedures that are put into place in order to minimise the consequences of the risk.

The risk assessment process will employ the qualitative method, using the following matrix (Table 1), to obtain the **4 tiers of risk assessment: high, moderate, acceptable and low**.

Table 1: Risk assessment matrix used by our School.

Likelihood		Very likely	Likely	Unlikely	Highly unlikely
Severity	Fatality	High	High	High	Moderate
	Major	High	High	Moderate	Acceptable
	Minor	High	Moderate	Acceptable	Low
	Negligible	Moderate	Acceptable	Low	Low

The risk assessment process and consist of the following **five steps**:

1. Identify the hazard, considering the 5 areas of hazard classification:
 - a. physical (e.g. tripping, falling, sustaining injuries when lifting heavy materials...)
 - b. chemical (e.g. dusts, fumes, cleaning chemicals, asbestos, air pollution...)
 - c. biological (e.g. infectious diseases, food poisoning...)
 - d. ergonomic (e.g. repetition, awkward posture, forceful motion, stationary position...)
 - e. psychological (e.g. stress, victimisation, excess workload...).
2. Determine who may be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record your findings and implement them.
5. Review the assessment and update if necessary.

The following **hierarchy of control measures** to reduce the risk to the lowest reasonably practicable level (based on how effective and protective these measures potentially are):

1. Elimination and substitution of hazards.
2. Engineering controls - removing the hazard at the source before it reaches the people.
3. Administrative controls - identifying and applying procedures you need to work safely.
4. Personal protective equipment (PPE) - selected to fit the person, which also needs to be trained to use it.

Risk assessments are to be carried out by individual members of staff with specific responsibility for an event or activity, equipment or facility where there is potential for someone (staff, student or visitor) to be harmed. Harm may arise for several reasons including poor condition of equipment or facilities, introduction of new equipment, failure to comply with operating procedures, lack of training or changes to people, buildings or equipment, type of the activity, different ways of travelling. An example of a risk assessment produced for an educational visit can be found in the Appendix 2.

Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly.

Areas Where Risk Assessment is Required

There are numerous activities carried out at the School, each of which requires a separate risk assessment. The most important of these covers:

- fire safety and procedures,
- educational visits, trips and other off-site activities,
(NB: Each off site activity must involve two adults for groups of up to 20 students, and one more adult for each additional 20 students.)
- buildings and premises,
- daily lessons and enrichment - Sport and PE activities, Art, Music and Drama, Science, etc.

Additional Notes

Child Protection issues: Records of concern are in place to identify children at risk beyond the environment of school. These are shared with the designated lead. A decision is made regarding

the response taken and then it is filed by the DSL.

Medical and first aid: Accident forms are kept in the school office and all staff are trained and responsible for ensuring that accident reports are passed to the relevant SLT and school medical room. The School's Health and Safety Policy and First Aid Policy explains the procedures that staff would follow in the event of a medical emergency. The Principal is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor to the Health and Safety Officer.

Site security: We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the gymnasium, the classrooms at break, theatre, etc.

7 Monitoring and Reviewing the Policy

We review the information in the policy annually and make adjustments as appropriate. Our review involves students, staff, and carers.

Appendix 1: Risk Assessment Form

Risk assessment purpose: Date: Staff involved: Location:							
Hazards observed	Who may be harmed	Possible outcome	Risk rating before controls	Control measures	Risk after current controls	Additional controls required	Risk after additional controls

Appendix 2: Sample Risk Assessment for an Educational Visit

Risk assessment purpose: Year 6 students visit to a local park for biodiversity survey Date: 29 March 2024 Staff involved: Mr Mukanovic, Mr Hodzic Location: Central park Ilidza							
Hazards observed	Who may be harmed	Possible outcome	Risk rating before controls	Control measures	Risk after current controls	Additional controls required	Risk after additional controls
Road traffic while travelling on foot from classroom to park.	Participants, leaders and road users.	Injury or death.	High	(1) Ensure everyone walks as a group and uses safe crossing points and crosswalks to cross the road. (2) Correct ratio of adults to pupils used.	Acceptable	Children wear high-visibility vests.	Low
Other people in park may cause threats to participants.	Participants and leaders.	Injury or kidnapping.	Moderate	(1) Ensure everyone stays in their groups and does not wander off alone. (2) Avoid any areas where antisocial behaviour may be happening. (3) If approached in a threatening manner, return to the main group.	Acceptable	Leaders carry phones and have each other's phone numbers.	Low
Pets or wild animals.	Participants and leaders.	Injury / bites.	Moderate	(1) Advise participants not to approach pets or wild animals. (2) Avoid areas where pets are running off lead.	Acceptable		Acceptable
Trips and slips on uneven ground.	Participants and leaders.	Injury	Moderate	(1) Ensure participants are wearing suitable footwear. (2) Avoid steep or slippery areas of ground. (3) Advise participants to watch out for fallen branches, curbs or other trip hazards.	Acceptable	First Aid Kit carried.	Low

Stings, cuts from plants and insects.	Participants and leaders.	Injury	Moderate	(1) Advise participants to watch out for nettles, brambles etc. and avoid. (2) Advise participants to watch out for bees and wasps etc. and avoid contact if possible.	Acceptable	First Aid Kit carried.	Low
Litter	Participants and leaders.	Cuts and infection.	Moderate	(1) Advise participants to watch out for sharp and hazardous litter and avoid it. (2) Advise participants to watch out for dog fouling and avoid.	Acceptable	First Aid Kit carried.	Low
Adverse weather conditions.	Participants and leaders.	Minor injury or illness.	Moderate	(1) Ensure all participants are wearing appropriate clothing for the weather - rain gear, warm clothes or sun lotion where appropriate.	Acceptable	Leaders carry extra rain gear etc. for participant use.	Low
Falls from trees or head injuries from low branches.	Participants and leaders.	Injury or death.	Moderate	(1) Advise participants not to climb trees as that is not necessary for the task. (2) Advise participants to watch out for low branches and move carefully around their tree to avoid banging their head.	Acceptable	First Aid Kit carried.	Low