Jack & Jill Family of Schools:
Risk Assessment Policy

Applies to:

- Jack & Jill School
- Nightingale House Pre-Preparatory
- Clarence House Preparatory School

Related Legislation:

- Management of Health Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations 2014

Related Policies and Documents:

- Health Safety and Welfare Policy
- Curriculum Policy

Who is this policy for?

- Staff and volunteers
- Parents
- External agencies

Available from:

- School Office
- SharePoint

Monitoring and Review:

- This document will be reviewed every three years but may be reviewed and updated more frequently if necessary. It will be approved by the Principal.

References:

- “Parents” refers to parents, guardians, and carers.
- “Staff” refers to employees, peripatetic staff, external providers (Springboard Swimmers) or specialist staff provided by an external provider.
- The “School” refers to Jack & Jill Family of Schools, Nightingale House Pre-Preparatory and Clarence House Preparatory School (C.H.P.S.).

- "Strategic Leadership Team" refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House, Pre-Preparatory Lead Teacher, and Curriculum Lead.

Reviewer: Health and Safety Compliance Manager (September 2025)

Effective: September 2025

Next review: September 2026

Proprietor's Signature: 

1. Aims

The Jack and Jill Family of Schools carries out risk assessments of work activities in accordance with the Management of Health Safety at Work Regulations 1999 to ensure all tasks are identified and assessed for their potential to expose employees, visitors and students to risk.

Completion of assessments and development of appropriate actions and controls to minimise risk are the joint responsibilities of the Heads of Schools and Compliance Manager. The Jack and Jill Family of Schools plans to reduce all foreseeable hazards as far as reasonably practicable.

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender, or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

Heads of Schools have responsibility for ensuring that employees are aware of the risks and that they have adequate information, instruction, training, and supervision to manage these.

The Strategic Leadership Team (SLT) is responsible for ensuring adequate provisions are made, and arrangements are put in place to ensure that risks are reduced as much as reasonably practicable.

Risk assessments will be carried out to enable this and are suitable and sufficient for the nature of the work and activities.

2. Provision of Information

Heads, Leads, Employees and Subcontractors **must:**

- Be issued with the **Site Specific** and **Generic Risk Assessments** relating to any identified hazards and risk reduction controls associated to their work activities, and are to:

    - read relevant Risk Assessments, Safe Systems of Work or Method Statements
      or be:
    - be personally instructed in the content of the Risk Assessments and
    - be inducted into worksite safety procedures prior to commencement of new work.

3. Records

Heads of School and the Compliance Manager retain a signed briefing record (by employees and subcontractors) of these actions so as to provide traceable evidence that all persons affected are fully aware of all hazards, correct control procedures, safe systems of work and method statements (as applicable), and what they are to do in the event of new hazards being identified during the course of their work. This is to ensure that no person misses training and instruction.

The Compliance Manager will keep all necessary records of risk assessments and actions to be taken to deal with recognized significant health and safety risks to employees and others at the workplace.

When health and safety reviews indicate the need, assessments will be revisited to determine any necessary additional or alternative actions.

4. Purpose of Risk Assessment

The purpose and function of risk assessments is as follows:

- To identify operations, tasks and processes which may foreseeably cause potential harm to employees or others, including members of the public **(Hazards)**

- To identify the potential of the hazard being realised and the potential consequences which might then occur **(Risk)**

- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of those present to the risk **(Controls)**.

The Five Steps of Risk Assessment		
1	**Look for the hazards**	• Walk around the workplace and look at what could reasonably be expected to cause harm. • Concentrate on significant hazards that could result in serious harm to several people.
2	**Decide who might be harmed and how**	• Employees, children, young workers, trainees, new and expectant mothers, cleaners, visitors, contractors, maintenance workers, members of the public, site operatives, other trades.
3	**Assess the risk**	• Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done e.g., additional controls. • **Ask**: - How likely is it that each hazard could cause harm? - Will you need to do more to reduce the risk? • For each significant hazard is the remaining risk high, medium, or low? • Consider: - Prevention of access to dangerous parts of machinery - Industry standards (e.g., British Standards) - Are measures reasonably practicable to keep the workplace safe? - Get rid of the hazard – or control the risk.
4	**Record your findings**	• Write down significant hazards and conclusions, ensuring there are suitable and sufficient risk assessments.

5	**Review your assessment and revise it if necessary**	• Ensure a proper check was made and all the obvious significant hazards have been dealt with. • Make sure you have considered all persons affected. Precautions taken must be reasonable to ensure remaining risk is low e.g. where no further action is required.

5. Hazard Identification

The first action in the exercise of risk assessment is to identify the hazard.

A hazard may be defined as a potential for somebody to be harmed either by an accident or exposure to a hazardous substance.

The following analysis of some common accidents highlights the most common hazards.

Falls

Over half fatal accidents are due to falls:

- off ladders
- from scaffolds
- through fragile roofs
- through holes in roofs
- off roof edges
- from structural steel work
- from temporary working platforms
- during demolition

Overturning and Collapsing

About a fifth of accidents are due to things overturning or collapsing. The hazard is therefore the potential for harm to people from:

- structures or buildings
- plant including:
  - lift machinery
  - vehicles
  - scaffolding

Other Risks and Hazards

Vehicles moving around the worksite cause a fifth of accidents.

Remaining fatalities are due to a variety of causes including contact with electricity, contact with moving machinery and exposure to harmful substances

Fatalities represent the extreme accidents, but there are many more cases of minor injury and ill health (particularly Musculo-skeletal disorders (MSD) which cause a great deal of distress.

These arise from a variety of causes and must also be considered in the evaluation of risk.

6. Evaluation of Risk

Having identified the hazards, it is necessary to quantify the degree of risk. Risk may be defined as:

A measure of the probability that damage to life, health, property, and/or the environment will occur because of a given hazard.

Risk is determined by several factors including:

- The severity (consequence) of harm that would arise if that hazard manifested itself, e.g. how badly someone may be hurt.
- The probability that harm will occur. This will relate to the frequency of a hazardous circumstance, e.g. volume of vehicles entering and leaving a site, or number of people who may be exposed to the hazard

The seriousness of the risk must be weighed against the difficulty and cost of removing it or reducing it. In considering the cost, no allowance should be made for the size, nature or profitability of the business concerned.

Where the difficulty and cost are high and a careful assessment of the risk shows it to be comparatively unimportant, action may not need to be taken.

On the other hand, where the **risk is high, action must be taken at whatever the cost.**

The following equation shows how an evaluation may then be made of the risk.

For example (from a scale of 1 to 5) using the following Risk Rating Matrix we have:

Hazard Severity	*= 5*	*Major – permanent disability*
Probability of Occurrence	*= 3*	*Possible*
Rating is 5 x 3	*= 15*	*Medium Action*

Priority – Implement Controls to Reduce Risk

The Risk Rating therefore gives a numerical value.

If the worst possible scenario for both hazard severity and likelihood of occurrence is 5, the risk evaluation is: 5 x 5 = 25.

The assessed figure gives a more substantive idea of risk and the priority which should be assigned to introducing measures to control the circumstances in question.

See tables below.

CONTROLLING RISKS (Source IOSH)		
Active Monitoring	**High Probability** **High Severity**	Where there are hazards with high likelihood and high consequence risks will be managed and monitored proactively – for example, when a dangerous machine is consistently in use and regularly accessed for maintenance and cleaning.
Emergency Planning	**Low Probability** **High Severity**	High consequence but low likelihood issues are best suited to contingency and emergency planning – for example when there is the potential for electrical failure in organisations relying on power for safety reasons, but with well-engineered and maintained electrical system.
Good Housekeeping	**High Probability** **Low Severity**	Low consequence issues with high likelihood are usually the kind of issues which are well understood. Therefore we should be dealing with these already – for example, slips, trips and falls can often be managed through good housekeeping measures.
Regular Reviewing	**Low Probability** **Low Severity**	Low consequence issues with low likelihood. Monitor issues for change – no further control should be necessary.

RISK CONTROL		
Order	**Hierarchy of Risk Assessment Controls**	**Examples of Controls**
1	Remove the hazard	Don't do it! Cordon off the Work Area
2	Substitution	Try a less risky option instead
3	Prevent Access	Guards, Fencing, Barriers & Tape, Banksman, Security
4	Reduce Exposure to the Hazard	Safe Systems of Work Permits to Work Organise Better Safety Signage Maintenance/Inspection/Supervision
5	Personal Protective Equipment (PPE)	Safety Helmets, Gloves, Safety Glasses, Safety Boots

SAFE SYSTEMS OF WORK	
1	Take the controls from your risk assessment.
2	Type these into Simple to Understand Language.
3	Issue them to the appropriate people - the people who are at risk!
4	Read the instructions to them and ensure that they understand the content.
5	Obtain signatures from employees, as evidence once they have received the instructions.

See below for an example of risk assessment.

Risk Assessment for Educational Visits

Trip lead to complete all sections A-F with as much detail as possible and then send to premises@jjfos.uk for review ahead of the event/trip day. Use the example form as a guide if needed: Example of Event & Trip Risk Assessment.docx

Date of trip		Location		Trip Leader	Authorised by
Class		**Number of Staff**		**Number of Children**	

SECTION A – Plan of the Day

Please include specific details of activities, travel, and lunches.

Time	Activity/Transport/Lunch etc

SECTION B – Hazard Identification and Risk Assessment

Use the below scores to assess the possible risk and hazards of the event or trip

Probability

5	Certain
4	Likely
3	Possible
2	Unlikely
1	Rare

Severity

5	Fatal	Single or multiple fatalities.
4	Major harm	Resulting in major injuries and ill health that are reportable to the HSE.
3	Serious harm	Resulting in significant injuries and ill health including 7-day HSE reportable injuries.
2	Minor harm	Requiring first aid only
1	No Harm	Harm includes injury and ill health.

Probability \ Severity	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

RISK SCORE IS PROBABILITY OF HARM X SEVERITY OF HARM

Risk Level	Action and timescale
High	Risk control measures must be implemented to reduce the risk as low as is reasonably practicable (ALARP). Action to reduce the risk should be given **top priority** with senior management involvement. If the risk cannot be reduced, work should be stopped.
Medium	Cost-effective risk control measures should be implemented to reduce the risk to a level that is ALARP **within a reasonable time**.
Low	The risk is considered acceptable and no additional risk control action is normally required. Cost-effective risk control measures may be implemented to further reduce the risk with **lowest priority**.

Definitions	
Hazard	A hazard is something with the potential to cause harm, which includes substances, equipment, methods of work, the work environment and other aspects of work organisation.
Risk	The risk is the chance, high medium or low, that somebody will be harmed by the hazard.

Hazard	Who might be harmed and how?	Existing Risk Control Measures	Probability Score	Severity Score	Additional control measures needed
Slips, trips and falls whilst walking on uneven surfaces or from roots & potholes in outdoor area	Children and/or staff could suffer bruising, cuts, fractures.	Reminded to take care on uneven surfaces outdoors			
Stairs to upper exhibits	Children and / or staff may fall down the stairs.	Children reminded not to run upstairs and hold banister upon ascending/descending			
Fire	Children and staff could be seriously harmed from inhalation of smoke or burns as a result of fire.	No fire practice planned, upon hearing alarm groups to exit the building and assemble in car park. Ensure staff know assembly point so children can be safely directed to it if necessary.			
Scalding from touching hot water	Children and staff could be seriously harmed.	Water temperature controlled at source Teachers to supervise children in toilet area			
Doors	Children could be hit by the door or have their fingers trapped.	Staff to hold doors open whilst children passing through – entrance, door to exhibits, door to toilet area and cubicles			

Floors	Children and adults from uneven flooring.	No running inside building			
Transport/vehicles	Children and/or staff could be seriously harmed if a vehicle collides with them, another vehicle, or a fixed object.	Girls to enter coach from pavement side only on leaving school and staff to assist with steps and also finding seats once in coach. Orderly entrance and exit to coach from safest point of entry/exit in coach park at venue. Staff to assist children on and off coach and ensure those waiting for others wait in quiet line. Staff member to stand in the car park to stop traffic flow when alighting or exiting coach, children to cross with adult halting traffic moving around the parked coach. Children to be secured in seat belts and reminded to keep these on throughout the journey, adults to be seated along the coach length with children in their group. No eating on the coach will eliminate any choking risk.			
Allergic reaction	Children/ staff could be seriously harmed if they	Allergy list and printed copy of medical care plans to be taken on trip.			
	suffer from an allergic reaction.	Care plans in place for all children with allergies. Trained first aider to accompany group and carry first aid kit containing all emergency medication. (Mandeep and Martha) Mobile to be taken so group have means of contacting school/emergency services.			
Missing Child	Children could suffer harm if lost.	Frequent head counts 1:5 ratio teacher- children Visit rules discussed with children before departing. Children to walk in pairs within their groups, adult helper close at all times			
Electricity	Children and staff could be harmed by suffering an electric shock.	Children always supervised			
Photo permissions	Safeguarding risk	Staff aware of who can/cannot be included Second staff member to check 'posts' on social media before sending and office will post on our behalf			
Hygiene	Infection by children or staff	Hand sanitising areas throughout the building, frequent hand wash stops & before eating lunch Accompanying parents not to attend if feeling ill			
Bites/stings	Irritation or reaction to adult or child	First aider accompanying & on duty at venue			
Weather	Sun stroke/sun burn or cold/wet	Children & adults to be dressed for expected weather – likely to be cool. PE kit can be worn.			
Water	Risk of drowning re pond dipping	Children to be warned of dangers when close to water prior to leaving school and reminded upon starting this activity Adults to remain close to activity and supervise well			

PART B - Allergies and Dietary Requirements

Please include specific details of how to deal with any know health problems

Childs Name		Allergies / Dietary Requirements	Symptoms	Medication required

PART D – Communication

How will you communicate these risks and hazards to your team who are attending the event or trip?

Method of communicating risk control measures to your team	Date Communicated	Responsible Person	Title/Role

PART E – Post Assessment of Event or Trip

What were the risks and hazards on the day? This will be used to plan accordingly for the same event or trip next time.

Review date	Carried out by	Action taken

PART F – Emergency Contact Details

Who is the main contact on the event or trip to be contacted in an emergency?

Ref	Contact Name	Phone Number	Email Address
1			
2			
3	SCREENSHOT OF CHILDREN'S CONTACT DETAILS TO BE AVAILABLE OFFLINE ON SCHOOL IPAD TO ACCOMPANY TRIP FOR USE IN EMERGENCY VIA STAFF MOBILE		

Please also read any information /risk assessment from venue

Insurance: (For all members of the proposed party) - AON Academia Ltd, Insurance House, 125-129 Vaughan Way, Leicester, LE1 4SB
Telephone: 0116 280 7120 - Policy number: IND 00097

Completed by:		Reviewed by:		Signed off by:	
Date:		Date:		Date:	