



BERKHAMPSTEAD SCHOOL

Risk Assessments of trips, activities and areas

This is predominantly a Health and Safety term which refers to the process through which hazards are identified, and the risks they pose evaluated.

A risk assessment is a means of auditing the potential for unwanted situations to occur, enabling decisions to be made about steps which could minimise the possibility of the situation arising.

Completing Risk Assessments

Multiplying the likelihood and severity of any risks together, will result in a risk rating. The issue at stake at all times when carrying out risk assessments is to ensure the safety and welfare of all those involved.

What extra measures need to be put in place?

A Risk Assessment should not be an isolated process, but something which is ongoing across the whole school. Effective Risk Assessments always follow the five key stages outlined below:

1. Make a list of all hazards or potential security issues. These should include the various types of hazards as mentioned earlier including unsafe acts, physical conditions and omissions.
2. For each one, decide who might be harmed, how severe the harm might be, and what the full impact on the school is likely to be in the worst case scenario.
3. Evaluate the risks (the likelihood that the harm from a particular hazard will be realised) arising from each hazard and decide whether your existing precautions are adequate or if more should be done.
4. Record your findings and monitor the situation.
5. Review your assessment and revise as necessary.

The simplest way of assessing risk is to use a numerical system, in which calculations could be made taking into account the precautions which are already in place and imagining the “worst case” scenario if nothing further is done. Once all these ratings have been recorded, the school can examine further measures which could be put into place to reduce the risk, if the risk rating

appears to be too high. The key advantage of using a numerical approach to rate risk, is that it is a simple way of working out which areas need most urgent attention.

The overall aim with any risk assessment is to reduce the level of all residual risks to a level where all those concerned accept and tolerate them.

What needs to be risk assessed?

1. All classrooms, corridors, play areas, toilets and communal areas.
2. All regular activities carried out by the school – swimming, sport outside school, playing fields, trips to the recreational ground or the church.
3. Any school trip or expedition – outside agencies will also have a risk assessment.
4. Any one-off activity e.g. specialised science experiments.