



Friends of Leonard Stanley School (FOLSS)

Risk Assessment Policy

Title: Risk Assessment Policy

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Friends of Leonard Stanley School

Friends of Leonard Stanley School (FOLSS)

RISK ASSESSMENT POLICY

A) Conducting Risk Assessments

1. Health and safety are key considerations for all Friends of Leonard Stanley School (FOLSS) committee members. Before putting on any event FOLSS will carry out a full risk assessment. FOLSS will maintain a record of its findings and FOLSS will produce these in the event of an incident at our event.

B) What is a Risk Assessment?

1. The Health and Safety Executive (HSE) states that a risk assessment is:

"...simply a careful examination of what [at your event] could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm."

2. The HSE also states:

"The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

3. A risk assessment will help FOLSS to identify potential hazards, identify who might be harmed and how to determine whether existing precautions are adequate or whether more action needs to be taken to reduce the risk.

4. Definitions

- A hazard is something that may cause harm, such as trailing cables, hot water, overcrowding, wet floors
- The risk is the chance, low or high, that persons at an event could be harmed by the hazards, together with an understanding as to how serious the harm could be.

C) How FOLSS will assess the risks at our FOLSS events

Step 1: Look at the hazards

1. FOLSS will consider how people assisting and attending the event might be potentially harmed. This should include the build-up to the event, the event itself and the break-down of the event. FOLSS will:

- Arrange to see the venue so that FOLSS can familiarise themselves with the building(s) and rooms FOLSS will be using
- Make a note of what might reasonably be expected to cause harm and talk the preliminary findings through with the rest of the FOLSS committee
- Look at the risk assessments held on file at the school/venue FOLSS are using; take these into account when preparing our own and make sure FOLSS adheres to the recommendations, e.g. if the school risk assessment states that the school hall holds a maximum number, this must be adhered to

Step 2: Decide who might be harmed and how

1. For each hazard FOLSS need to understand who might be harmed as this will help FOLSS to identify the best way to manage the risk. This doesn't mean listing everyone that is likely to be at the event but rather by identifying groups of people e.g.:

- FOLSS committee members
- Pupils
- School staff
- The general public

2. In each case FOLSS will try to identify how the person(s) might be harmed, i.e. what type of injury might occur. For example, children on a bouncy castle might fall off and injure themselves and the likelihood of such event occurring.

Step 3: Evaluate the risks, decide if they are acceptable, agree the precautions needed

Once the hazards have been identified, the FOLSS Committee will then decide what to do about them. The law requires FOLSS to do everything reasonably practical to protect people from harm. FOLSS will assess the risks and decide whether existing precautions are adequate; if not, decisions to what more needs to be done to bring the risk down to an acceptable level will be made. FOLSS will look at what plans are in place and discuss what steps to take to minimise the risk e.g.:

- Site the bouncy castle on the grass
- Place PE mats around the fall-out area
- Limit the numbers using the bouncy castle (and by age-range)
- Have at least two "spotters"
- Remove over-excited users that might cause harm to themselves or others

2. When evaluating the risks FOLSS will ask the question - can the hazard be removed completely? If not, FOLSS will agree what needs to be done to control the risks so that an accident is unlikely and to reduce the likelihood to an acceptable level.

Step 4: Record your findings and implement them

1. Once FOLSS has identified the various hazards and agreed the steps needed to minimise the risk, FOLSS will record the findings and share them with the FOLSS committee. This will help when putting the findings of the risk assessment into practice which is the most important part of the whole process.

2. When recording the findings, the HSE states that this can be kept very simple, for example - 'members of the public may trip over rubbish - black sacks will be strategically located and FOLSS Committee members will remove and replace at frequent intervals'.

3. FOLSS has a duty of care to show that:

- FOLSS have undertaken a comprehensive check
- Advice taken from the school/venue and local authority (if applicable)
- FOLSS have considered who might be affected was identified
- FOLSS have taken appropriate steps to deal with hazards where agreed



Friends of Leonard Stanley School

- The precautions to reduce the risk are understood and any remaining risk is low; and
- All FOLSS committee members are aware of the process

4. FOLSS will keep all risk assessments on file as they will probably be needed when running the event again and will provide a good starting point for new committee members.

5. All Risk Assessments will be signed by the Chairperson(s).

Step 5: Review your assessment and update if necessary

Even if FOLSS is running the same event, at the same time, in the same place every year, no two events are ever exactly alike. FOLSS will therefore review what they are doing, at the planning stage of every event. FOLSS have the right to use a previous risk assessment as long as it has been reviewed to consider:

- Have there been any changes?
- Have our fellow FOLSS colleagues identified another potential hazard?
- Have we learnt anything from the previous event - what accidents, incidents happened last time

Availability of this policy

This policy is publicly available through the FOLSS website folss.org.uk, is sent to and reviewed annually by all Committee Members of FOLSS for whom an email address is held and is referenced as part of the information stated in our Data Protection Policy.