

## **Risk Assessment Policy**

The school is responsible for the safety of all school users and therefore the school needs to ensure that all such users are taking the necessary steps to protect themselves and those they are responsible for.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of risk.

The measures taken at Read Academy include:

- Staff training
- Clear work procedures
- Preliminary visits
- Warning signs
- Barriers
- Insurance

It is the responsibility of the Head Teacher to ensure that appropriate Risk Assessments are carried out for specific areas or issues arising that lie within their role.

The Head Teacher is also the leader for health & safety issues in the school.

The areas require risk assessment:

- Fire safety
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Asbestos Control
- Health and Safety
- Safeguarding and preventing the risk of radicalisation
- Swimming Pool safety (off-site visits)
- Water safety (if relevant)
- Site/room safety
- Behaviour and welfare

### **Conducting a Risk Assessment**

Class teachers are required to complete a pre-visit to sites or venues to help inform their risk assessment. Many school trip venues have pre-prepared risk assessments which can

be used to support the process but should not be relied on in totality. Class teachers are required to complete the school's risk assessment form as fully as possible, following the risk assessment guidelines in assessing risk factors and reducing risk factors.

**Risk assessments with a high level of risk that cannot be mitigated through the implementation of additional strategies/measures, will not be authorised to take place.**

Read Academy will contract specialists to carry out high risk tasks.

### **Monitoring & Review**

It is the responsibility of the Head Teacher to ensure the implementation of this policy and to review it every two years.