



Risk Assessment Policy

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Next review due by:	September 2023

It is not only a legal requirement, but also the school's belief that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routine and at all school events.

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.

- **A hazard** is something with the potential to cause harm.
- **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
- **A risk assessment** is the resulting assessment of the severity of the outcome.
- **Risk control measures** are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

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. Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Risk Control

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of risk. They decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows: -

- **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood or risk?
- **Substitute or replace the hazard**
- **Procedural controls** – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- **Child management** – make sure that the staff are aware of each child's needs.
- **Setting management** – such as the monitoring of exits and entrances.
- **Additional equipment/staff** – can a lifting device or an additional person be utilized to avoid or reduce the risk?
- **Personal Protective Equipment** – consider the value of using such things as gloves, over garments.
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire.

It is the responsibility of the Head Teacher and School Development Leaders to ensure that appropriate Risk Assessments are carried out for specific areas of the school or issues that may arise during the operation of the school. For this reason, it is important that all incidents are recorded using the incident report form and where necessary a risk assessment is created to mitigate the risk in the future.

The Head Teacher and The Chair of the School Development Leaders (SDL) Mr Sameer Abbas are the lead for health & safety issues in the school.

There are two main types of risk assessment, generic and specific.

Generic risk assessments should be completed for hazards or activities that are common throughout the school.

Specific risk assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate.

Conducting a Risk Assessment

The essential steps that are taken in order to comply with this policy are:

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Who may be affected?

Consider pupils, students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents or when beyond the school, members of the public.

Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident/incident. The Health and Safety Policy describes the arrangements for regular health and safety audits of the school, machinery and equipment, together with its arrangements for catering and cleaning etc.

The areas of immediate concern which 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)
- Horse riding (off site)
- Water safety
- Site/room safety
- Behaviour and welfare (for specific pupils where relevant)
- First Aid
- Food Technology
- Design Technology
- Expectant Mothers (when required)
- Workers under 18
- Manual Handling
- Work at height
- Display screen equipment
- Covid-19 pandemic including an outbreak management plan

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work required it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher in order to enable the SDL's to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher and senior leadership team.

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 and SDL's to ensure the implementation of this policy and to review it every two years or sooner when necessary.

POLICY APPROVED BY:

Headteacher
Mr G A Hussain

SDL Chair
Mr Sameer Abbas