



# Risk Assessment Policy

Date: July 2023

Review date: July 2024

Approved by Advisory Board: July 2023

Linked with other policies:

- Health & Safety Policy
- Fire Safety Policy
- Lone Working Policy
- Off-site Visit Policy

Signed:

A handwritten signature in blue ink that reads "S. Day" followed by a horizontal line.

## Version Control

| Version | Date of review/change(s) | Page and paragraphs affected | Summary of update  |
|---------|--------------------------|------------------------------|--|
| V2      | July 2022                | P3                           | 'Directors' added [responsible for the register]   |
|         |                          | P3 para 4                    | Removed: All staff have a risk assessment online training course on induction, and this is updated annually.         |
|         |                          | P3 para 5                    | Governors changed to Directors   |
|         |                          | P4 point 11                  | Lead teacher replaced with caretaker/director  |
|         |                          | P4 Point 11                  | monthly checks are undertaken by the caretaker and we may ask teachers to .....                                      |
|         |                          | P4 Point 12                  | Health and Safety officer replaced by caretaker/director   |
|         |                          | P4 Point 14                  | Removed : outsourced - risk assessments.<br>Added: however specific risk assessment for tasks completed in addition. |
| V3      | July 2023                | P3 paragraph 5               | Support Manager changed to School Secretary  |

### ***This is a whole school policy***

The Directors, Advisory Board and Headteacher are fully committed to promoting the safety and the welfare of everyone in the school. Their highest priority lies in ensuring that all activities within the school environment are delivered in a safe manner that complies fully with not just the law, but also with best practice. Risks are inherent in everyday life. Therefore, we need to identify them and to adopt systems for mitigating or minimising them.

### **What is a Risk Assessment?**

We use risk assessments as a systematic way to assess, manage and mitigate risk, and thereby promote children's welfare. A risk assessment takes into account:

- The hazard: something with the potential to cause harm.
- The risk: an evaluation of the probability (or likelihood) of the hazard causing harm.
- Risk rating: assessment of the outcome of the severity of an event.
- Control measures: physical measures and procedures put in place to mitigate risk.

The risk assessment process consists of the following steps:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did?
- What measures are we going to put in place to prevent, manage or mitigate the risk?
- How will we assess the effectiveness of our plans?

Risk assessments are reviewed and updated regularly; our policy is to review annually or earlier in the event of:

- Changes to the activity
- A near miss or accident
- Changes to legislation or best practice

The Directors, Headteacher and all staff are responsible for the implementation of this policy.

Staff receive regular training in writing and following risk assessments. This is updated as and when needed. All staff are advised to speak to the Headteacher or School Secretary if they require any further assistance or training in risk assessments.

All members of staff are responsible for taking reasonable care of their own safety, together with that of our students and visitors. They are responsible for the following policy and cooperating with the Headteacher and other members of the SLT in order to enable the Directors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the receptionist (appendix A).

All members of staff have to have a working knowledge of student's individual risk assessments and behaviour plans when writing or following an activity risk assessment.

## What Areas Require Risk Assessment?

For all school trips off site risk assessments must be carried out by the lead teacher with the support of the School Support Manager and Educational Visits co-ordinator.

We have broken down the activities and areas of the school that require risk assessments into the following categories:

1. Safeguarding: please see Safeguarding and Child Protection and Behaviour Management Policies before undertaking risk assessments.
2. The school has an in-depth building risk assessment and fire risk assessment.
3. Supervision: all staff have to follow the supervision on individual risk assessments and activity risk assessments.
4. Visits: please see Evolve training.
5. Titan Walk / Walks with students
6. Risk assessments for trips and visits are reviewed and signed off by the Headteacher.
7. High-risk curriculum activities will be planned in advance and signed off by the Headteacher.
8. Breaktimes and lunchtimes will follow both individual and activity risk assessments, in-line with the activities taking place. It is the staff's responsibility to follow the risk assessment and provide structure. Breaktimes can often result in greater risk if activities become unstructured. Staff need to plan and supervise breaktimes, taking into consideration all risk assessments available.
9. Staff will produce a risk assessment for all activities prior to the activity, and the activity will only take place once this is signed off by the Headteacher or lead teacher. The school office holds a comprehensive folder of completed risk assessments. It is the staff's responsibility to read and follow or amend the risk assessment before carrying out an activity.
10. High-risk extra-curricular activities: a separate risk assessment is required for any high-risk activity which is not already covered by the above. The activity leaders are responsible for preparing the risk assessment.
11. Classroom risk assessments: All rooms are risk assessed annually by the caretaker/director. monthly checks are undertaken by the caretaker and we may ask teachers to risk assess their own classrooms periodically.
12. Premises: activities involving hazardous equipment, hazardous substances and those involving working at height, manual handling etc. are assessed annually by the Caretaker/Director.
13. Catering: the school catering co-ordinator undertakes all relevant risk assessment for the kitchen and staff, and students follow the whole school kitchen risk assessment.
14. Cleaning: focus primarily on COSHH related concerns however specific risk assessment for tasks completed in addition.
15. Fire: please see Fire Safety Risk Assessment and Health and Safety Policy.
16. Lone working risk assessment is also available and staff have received training.
17. Outside areas and back field: this is included in the building risk assessment but also see activity risk assessment relating to the back field.

18. Village Hall: this will include for using the village hall
19. Swimming: at North Walsham Victory Swimming pool
20. PE offsite – Ingham field or Poppy Barns Stalham
21. College: including college risk assessment
22. Alternative provision: including their own risk assessments

Other site-related risks (such as onsite vehicular movement, asbestos and Legionella) are managed as set out in the Management Folder and the Health & Safety Policy.

In addition, the school maintains a risk register. This is reviewed annually by the Directors and Advisory Board. This assesses risks not directly related to Health & Safety, including but not limited to financial, reputational, governance and security.

## Appendix 1

### Health and Safety Checking, Reporting and Remedy

#### H&S Representative and Caretaker

The Health and Safety Representative and Caretaker have responsibility for completing regular checks around the school buildings (both inside and outside) to ensure that the whole site is as safe as reasonably practicable for all who work and attend. They must log any faults on the checklist and note any actions which are needed. All faults discovered must be reported as in the steps below.

#### All Staff

All staff (including teachers, teaching assistants and office staff) must report to the receptionist promptly regarding any Health and Safety issues or concerns they have either inside or outside of the buildings. Any equipment which is found to be defective must be removed from operation and taken to the office for either disposal or repair. If there is a risk of injury resulting from the fault, it is the staff member's responsibility to place appropriate signage to eliminate harm.

#### Receptionist

The Receptionist will log in a specific Health and Safety log book the date in which the report is being made, the site of the issue, all information regarding the concern and will then pass on to the Headteacher. If the matter requires urgent attention – the Receptionist will seek either the Caretaker to rectify the fault or contact either the Headteacher immediately or a Director.

#### Headteacher

On receipt of a health and safety report from the Receptionist, the Headteacher will decide upon the correct person to action repair and will contact either the Caretaker or a Director.

#### Caretaker

Any concerns and issues which have been reported and allocated to the Caretaker for repair, must be undertaken in a timely fashion with the correct materials for the job. On completion of the job, the caretaker must report back to the Headteacher.

#### Directors

Any concerns and issues which have been reported to the Directors must be dealt with in a correct manner and by appropriately qualified persons. If the issue is of immediate importance, this must be dealt with in this fashion.