



Risk Assessment Policy

Updated	Review Date
September 2023	September 2024

Signed: Mr John Clarke (Chairman of the Board)

Abercorn Risk Assessment Policy

This policy applies to all pupils in the school, including those in the EYFS/Nursery

This Policy should be read in conjunction with:

- Fire Policy
- Health and Safety Policy
- Risk Assessments for Senior and Lower
- Child Protection and Safeguarding Policy
- Recruitment Selection and Disclosure Policy
- Supervision of Pupils Policy Risk Assessments

1. Introduction:

- 1.1. The staff at the Abercorn School are committed to proactively identifying and managing risks within its day to day activities. The need to identify risks is paramount in safeguarding the health and well-being of children, staff, and other members of the Abercorn community. Risk Assessment is a legal requirement under the Management of Health and Safety at Work Regulation 1992. It is very important in the prevention of accidents, injuries and ill health.
- 1.2. The policy applies to all employees working at Abercorn School. All supply staff, peripatetic staff and contractors working at Abercorn School will be expected to fulfil the appropriate requirements and to undertake risk assessment relevant to their work activities and to take preventative measures to reduce the risk.
- 1.3. Risk Assessment is the assessment of individual risks through identification of hazards followed by analysis of the risk from the hazard to see if harm is likely to be caused. Hazard – a hazard is something that has the potential to cause harm e.g. electricity, gas, chemicals, machinery or working environment etc. Risk – is the likelihood that the harm from a particular hazard could happen and the chance the risk could cause harm either great or small. Plans – are the measures put in place to prevent the risk causing harm.
- 1.4. Risk assessments are vital in identifying issues that could harm people. The aim is to ensure that no one is injured or becomes ill due to conditions in the school or because of poor working practices. By identifying risk we will apply preventive and protective measures to create a healthier environment for all, and to fulfil our statutory obligations.

Objective:

- 1.5. The policy aims to:
 - Inform staff of their responsibilities for undertaking risk assessments and acting on the result.
 - To ensure risk assessments are recorded and reviewed on a regular basis.
 - To ensure outings are risk assessed and safe staff to child ratios are maintained at all times.

2. Areas include but not limited to in which we conduct risk assessments:

- (a) pupil supervision (please cross reference with our Child Protection and Safeguarding Policy and Supervision of Pupils Policy);
- (b) School trips (to include First Aid, learning support, etc.);
- (c) management of visitors on school premises;
- (d) fire and building premises (please refer to the school's risk assessments of premises and the school's fire risk policy);
- (e) the suitability of staff (please cross reference with our Safer Recruitment Policy);
- (f) Other risk areas related to Health and Safety (please cross reference with our Health and Safety Policy).

3. Responsibilities:

- 3.1. The Board of Directors and Head take the responsibility for ensuring that staff carry out their responsibilities and that a safe and healthy school is maintained.
- 3.2. Across the school it is the responsibility of the Facilities and Health and Safety Coordinator to undertake Risk Assessments that relate to the buildings, premises and grounds.
- 3.3. In the EYFS it is the responsibility of the Head of Early Years to undertake the Risk Assessments for review and approval by the Head.
- 3.4. In Senior, it is the responsibility of the Deputy Head to undertake the Risk Assessments for review and approval by the Head.

4. Procedure:

- 4.1. Risks assessments must be identified and steps taken to remove, minimise or manage risks and hazards as laid out below.
- 4.2. When performing a risk assessment the member of staff looks at the following elements:
 - The activity (if relating to an activity)
 - The hazard (the hazards identified from the activities and frequency of injury if no control measures are put in place)
 - Outcome and potential severity (What is the worst that can happen and to how many people)
 - Risk reduction and control (what measure will you put in place to reduce / remove the hazard).
- 4.3. These risk assessments do not necessarily need to be in writing but must be carried out.
- 4.4. All written Risk Assessment documents must be displayed in each room and reviewed and updated on a regular basis.
- 4.5. Across the school including the EYFS, any identified hazards or risks are collated and reviewed in a bi-weekly meeting by the Facilities and Health and Safety Coordinator, the Head of EYFS, the Head, the Bursar and High Mistress for sign off and action.
- 4.6. Consideration must be given at all times to ensure safe adult/child ratios.

5. Outings:

- 5.1. Parents are requested to give written consent for external outings as part of their Parent Induction Pack / Welcome pack on joining the school in order for their children to take part in outings. Overseas or overnight trips require supplementary written consent by parents.