

REDDIFORD SCHOOL

INCLUDING EYFS

RISK ASSESSMENT POLICY

To be used in conjunction with the following School Policies:

**Health and Safety including trips Policy
The Fire Prevention and Emergency Evacuation Policy
Crisis Management Plan**

The Governors of Reddiford School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support are delivered in a safe manner that complies fully with not just the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

WHAT IS A RISK ASSESSMENT

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 (eg Fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (eg A chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (eg Loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (eg Staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention rather than reacting when things go wrong.

Risk assessments need reviewing and updating regularly (annually in settings providing for EYFS children).

Staff are trained on risk assessment, both in terms of 1:1 training appropriately i.e. for trips and also from time to time in a whole school INSET.

The school has a robust, systematic risk assessment policy and use risk assessments as fundamental part of the day to day operation of the school, with a view to promoting children's welfare/wellbeing.

The Bursar, who is has responsibility for Health and Safety as part of their job description, overviews school risk assessments, in line with job expertise, covering a range of risk assessments detailed below.

Responsibilities of all staff

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires 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 Head and other members of the Senior Management Team (SMT) in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar. All staff are responsible for supervision, in that even if they are not assigned a group of children to supervise and see a danger, they must act for the welfare of the children.

Relevant Policies

Reddiford School has a *Health and Safety Policy*, which is reviewed annually. All stakeholders have access to this.

Reddiford School has a *Fire Precaution and Emergency Evacuation and Fire Prevention Policy*, which is reviewed annually. All staff and Governors have access to this policy.

Reddiford School has a *Crisis Management Plan*, which is reviewed annually. All appropriate personnel have a copy of this plan and Senior Management Team members retain a copy of this document offsite, in case of emergency.

Health and Safety Committee

This committee meets termly. The Committee is chaired by the Bursar and committee members come from a cross section of departments and roles – covering the spectrum of activities and for all age groups of pupils. This committee is a forum for reflection on risk management across the school. Child wellbeing is at the centre of the committee's focus.

Types of Risk Assessments

This is not an exhaustive list, but gives a flavour of the range of risk assessments undertaken at the school, for different reasons.

Personal Emergency Evacuation Plans (PEEP) – completed by the class teacher or line manager, when necessary, for children or staff who have additional risk whilst on the premises – for example a pupil with a broken leg. These are signed off by the class teacher or line manager and ratified by the Head of Department and the Bursar.

Maternity Risk Assessment – completed by the Bursar for expectant mothers, to assess possible risks pertinent to that individual and their role.

DBS/Safeguarding Risk Assessment – completed by the Bursar if a new member of staff commences employment before a current DBS is held (this is however not our policy, but legislation dictates that this is possible, if business needs require) – this would review risks and ensure appropriate supervision controls were in place until sight of the DBS.

School Trips and Offsite activities Risk Assessments – completed by the member of staff organising the activity for every offsite activity and all trips, ratified with the Deputy Head (Pastoral), this is for the benefit of pupils, staff and members of the public. The Deputy Head (Pastoral) sits down with every Trip Leader and goes through the appropriate risk assessment and responsibilities. All staff on a school trip must fully understand the risk assessment for that trip. It is the Trip Leader's responsibility to ensure all staff on a school trip understand their

responsibilities and obligations, especially regarding supervision. Trip risk assessments are periodically reviewed by the Bursar. For activity centre trips such as the annual year 6 residential trip to PGL, the centre's risk assessment/insurance details is checked and forms part of the School's internal risk assessment for this trip.

Departmental Risk Assessments – completed by the subject co-ordinators and Heads of department and countersigned by the Bursar, these are held in a file at each department and reviewed annually through the vehicle of the Health and Safety Committee. The risk assessments cover the spectrum of activities/lessons eg art to putting up Christmas decorations. These Departmental Risk Assessments include the science risk assessment for the Prep Department Science Laboratory. Supervision is a key strand which underpins departmental risk assessments.

Fire Risk Assessments – completed every 2/5 by an independent external fire contractor. All remedial work recommended in reports undertaken and recorded and signed off by the Bursar. This report is checked by the Chair of Governors.

Whole School Risk Assessment – this is reviewed annually by the Bursar. This risk assessment takes a global approach to assessing risks ranging from compliance to reputational. This whole school risk assessment is reviewed by the Head Teacher and Governing Body, taking into account current and potential risks the school may face and mechanisms to mitigate risk.

For example risk assessments, please see the Bursar for details.

Example of Personal Emergency Evacuation Plan

PERSONAL EMERGENCY EVACUATION PLAN			
NAME			
CLASS OR DEPT			
CLASS TEACHER/LINE MANAGER			
HEAD OF DEPARTMENT			
REASON FOR RISK ASSESSMENT			
DETAILS - I.E. INJURY TEMPORARY OR PERMANENT DIAGNOSIS AND PROGNOSIS			
RISK	ACTION TO BE TAKEN	BY WHOM	REVIEW PROCESS

DATE

SIGNATURE OF CLASS TEACHER/LINE
MANAGER.....

SIGNATURE OF BURSAR.....

Example of
Departmental
Risk
Assessment

General Risk Assessment (see over for explanations)

Company:	Location:	Department:	Sheet Number:
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PART A – ASSESSMENT OF ACTIVITY OF:

	Hazard	Who is at risk?	Existing controls	Likelihood of harm 1 to 7	Severity of injury 1to 7	Residual risk rating 1 to 49	Further action by when / by whom?
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Assessor(s) name:	Assessor(s) signature:	Date:
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The Department Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.

Department Manager's name:	Department Manager's signature:	Date:
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