



## Risk Assessment Policy

This policy applies to the whole school, including the EYFS

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### Definitions:

"DfE" Department for Education

"HSE" Health and Safety Executive

"PPE" Personal Protective Equipment

"RIDDOR" Reporting of Injuries, Diseases and Dangerous Occurrences Regulations "SEN"

Special Educational Needs



## 1. Introduction

- 1.1. The SMT of Alegra schools 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.
- 1.2. The 2014 DfE guidance *Health & Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies* y *Centro de referencia de la Agencia Europea para la Seguridad y la Salud en el Trabajo En España, la prevención de riesgos laborales se rige por la Ley 31/95 y por las normas que la complementan y desarrollan*, cover any health & safety issues not specific to other Regulations. It is therefore concerned with the need for risk assessments and this policy reflects the guidance given.
- 1.3. 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
  - 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 the unfettered risk (eg. staff training, procedures, alarms, fire drills)
- 1.4. 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.

## 2. Areas of risk

- 2.1. There are numerous activities carried out at our school, many of which require a separate risk assessment. The most important of these cover:
  - Fire safety and procedures
  - Educational visits and trips
  - Certain educational areas (eg. science during experiments, using art equipment, PE & sports activities)



- 2.2. We make use of model risk assessments and adapt them to our own needs. Our Risk Assessment coordinator (Mrs Belen Lantermo) is responsible for updating all risk assessments on an annual basis and ensuring that all areas are covered.
- 2.3. Pastoral  
Our CD & PSHE programme, assemblies and talks are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. This also includes internet access.
- 2.4. Medical and First Aid  
This area covers first aid, allergies, administering medicines and all related procedures. Accident forms are used and the first aider on duty ensures that a copy is sent home to parents where a child is in the Early Years or if the injury is deemed to be significant.  
Details about allergies are requested upon entry to the school and records are updated regularly. The Head or member of the Health and Safety Committee are responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parents, visitor or contractor to the HSE in accordance with RIDDOR.
- 2.5. Unsupervised Access & Security  
We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the kitchen during any cooking activity, the outdoor pond and the loft.  
A risk assessment also exists for security and intruders.
- 2.6. Child Protection & Safeguarding  
Our Child Protection & Safeguarding Policy and training for all staff form the core of our child protection risk management. A Safer Recruitment Policy and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, are not allowed to work in the UK or are prohibited from teaching. By extending this regime to include Governors, volunteers and peripatetic teachers wherever possible, and by ensuring that everyone in our community receives appropriate training according to their role in school, for example in areas such as child protection, the Prevent Duty, anti-bullying and safer recruitment, we manage this risk to an acceptable level.
- 2.7. Support Areas  
Separate risk assessments also exist for each classroom and a wide variety of support areas, including various Early Years areas, the boiler room, assemblies & concerts, classrooms, early identification and provision for children with SEN and/or learning difficulties, evening functions, before & after school clubs. Risk



assessments for outside school include the arrival & departure of pupils, use of the car park area, play and recreational areas & equipment.

### **3. Conducting a risk assessment**

- 3.1. We use the model: “Five Steps to Risk Assessment”. 1 – Identify the hazards; 2 – Decide who might be harmed and how; 3 – Evaluate the risks and decide on precautions; 4 – Record your findings and implement them; 5 – Review your assessment and update if necessary.
- 3.2. Our pupils do not carry out any high risk activities; they are mostly low risk. We may undertake a few medium risk activities with older pupils providing specialists are involved, safety briefings are given and protective equipment is worn.
- 3.3. We will always employ specialists to carry out high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. Staff and pupils are advised to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage, eg: science experiments.
- 3.4. Specialists or relevantly qualified staff carry out risk assessments in areas such as asbestos, legionella, electrical and fire safety, play apparatus.
- 3.5. All risk assessments are reviewed (and recorded) annually, when major structural work is planned, or in the event of an accident or major incident.
- 3.6. All members of staff are given an induction into the school’s arrangements for risk assessments and health & safety. 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 co-operating with the Head and members of the SMT in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Head or member of the Health & Safety Committee.

### **4. Role of the SMT**

- 4.1. The Alegra SMT keeps under review any major risks to the school, including (amongst other things) strategic risk, loss of fee income, damage to reputation, risk of a child protection issue, gaps in governor skills, employment disputes, major health and safety issues (including risk of fire), poor cash flow management and fraud.
- 4.2. The measures taken to protect the school against such risks include safer recruitment of staff (as well as governors, volunteers and peripatetic teachers), measures to ensure the selection, training and appraisal of appropriately qualified staff and governors, insurance, strong financial controls and use of professional advice from lawyers, accountants, architects, surveyors etc. as needed.



**5. Monitoring and review**

- 5.1. It is the responsibility of the Head to monitor and evaluate the effectiveness of this policy.
- 5.2. This policy will be formally reviewed every two years, however it will be amended earlier if legislation or school procedures change prior to that time.

**Signed: VMuller/MKemp**

<b>This policy will be reviewed every 2 years</b>	
Title	Risk Assessment
Version	1
Date Created	January 2021
Author	V Muller/MKemp
Approved by SMT	Yes
Next Review Date	January 2023

**This policy should be read in conjunction with the following related policies:**  
Health, Safety & Welfare; Fire Safety & Procedures.



Date:

## Risk Assessment

Assesment Carried out By:

Activity:

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Existing Control Measures.</b> <i>What are you already doing to prevent hazards?</i>	<b>What further action is necessary?</b>	<b>Action by who and when?</b>	<b>Completed</b>