



## **Risk Assessment Policy**

### **Introduction**

The headteacher and proprietors at North Road Academy/ Nursery are fully committed to ensuring the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of written risk assessments so that effective education can take place. Thus appropriate action is taken to reduce risks that are identified. Their highest priority lies in ensuring that all the operations within the school and nursery environment, both educational and support are delivered in a safe manner that complies fully with not just with 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 thus equipping them with lifelong skills.

This policy also works closely with the Health and Safety policy, Curriculum policy, Child Protection policy and the First Aid policy.

### **Policy Review**

This policy will be reviewed annually and as and when deemed necessary. The next annual review for this policy is September 2019.

### **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 (e.g. fire).
- A risk is an evaluation of the probability or likelihood of the hazard occurring (e.g. a chip pan will catch fire if left unattended)
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. 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 these risks (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, 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. In many cases simple measures are very effective and not costly.

### **What Areas Require A Risk Assessment?**

There are numerous activities carried out at the School and nursery, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips.

But risk assessments are also needed for many other areas, including:

#### **Educational**

- Science experiments
- Design and Technology
- Food Technology
- PE activities
- Art
- Archery
- Outdoor play.

We make use of model or generic risk assessments, for our educational activities and visits and these are complete by the schools health and safety officers who have completed accredited training.

The health and safety officers for this setting are:

- Gareth Bowen
- Imran Siddique

In addition to this all teaching staff are required to complete daily risk assessments to manage risks during their lessons. The health and safety officers are always on site to provide support for teachers carrying out these risk assessments. Moreover teachers, assistants and volunteers receive regular induction and refresher training in risk assessments and the importance of them.

#### **Pastoral**

The focus of our pastoral care is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

#### **Medical and First Aid**

Accident forms are kept in the main office and the teacher/s dealing with the accident are responsible for ensuring that accident reports are shown to parents and filed away appropriately. The headteacher and health and safety officers are responsible for reporting any notifiable accidents that occurs on school or nursery premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases

and Dangerous Occurrence Regulations (RIDDOR). The procedure to follow in such situations is outlined in our first aid policy.

### **Unsupervised Access by Pupils**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science equipment, the design technology equipment, etc. such equipment is kept locked away when not in use. All flammables are kept securely locked. Pupils do not have unsupervised access to the school grounds, maintenance, and catering or caretaking areas of the school.

### **Child Protection**

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school and nursery are not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to volunteers and by providing safeguarding training to people in the community we manage this risk to a good level.

### **Support Areas**

Catering and Cleaning: risk assessments and training is required for catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH).

Security: risk assessments cover every room, stairs, corridor and emergency exits in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice.

Maintenance: risk assessments and training is required for the equipment used, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas and maintenance and the control of substances hazardous to health (COSHH)

Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

### **Conducting a Risk Assessment**

Activities involving pupils are normally low risk. We undertake a few medium risk activities with older pupils, such as archery but in depth risk assessments are carried out prior to the activity starting. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as arm-guards, and to follow instructions.

### **Servicing and Testing**

The headteacher arranges for specialists to service and test:

- Fire safety systems
- Gas safety systems
- Electrical safety systems
- Portable Appliance Testing (PAT)

### **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. 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 headteacher, the health and safety officers and other members of the senior management team in order to enable the headteacher and proprietors 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 health and safety officers.

Signed *Naeem Bashir*

Naeem Bashir  
Head Teacher