

The Shrubbery School
A Policy for Risk Assessment

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people 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. injury, destruction of property).

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly.

Each risk assessment includes measures or procedures that are put in place to minimise risk

Areas and activities covered by risk assessments at The Shrubbery School

- Each classroom has its own risk assessment
- Fire Safety and procedures
- All educational outings
- Sports activities on and off site
- Some science activities.
- Staff e.g lone working, pregnancy, return to work after illness etc.
- Children at school with crutches etc.

Health and Medicines and Risk Assessments

Children with medical need have their own Action Plan in school to ensure their ongoing safety. Staff undertaking outings ensure the needs of these pupils are met off-site and recorded on educational outings risk assessments.

Safeguarding

Our Safeguarding Policy and Visitor Policy ensures that risk is minimised to our children and procedures are in place to safeguard them and identify risk.

Medical and First Aid

Our Medicines Policy outlines the procedures for managing children's medication and states that the school can only administer medicines in original pharmacist packaging with the dosage stated, accompanied by a parental permission slip (available on our website and from the school office)

The Head Teacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsafe areas

We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the boiler room, the caretakers workshop and cleaners storage areas.

Where they are not fire escapes, doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to catering, maintenance and cleaning stores of the school.

CONDUCTING A RISK ASSESSMENT

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Risk Assessment Procedures:

In the case of a proposed school educational activity off site.

- A trip proposal form is given to the school office and is seen by the EVC for discussion with general risks, educational value and costings are discussed.
- On a Shrubbery School risk assessment form complete all details and note which HAZARDS have been identified and evaluate on the form if they are LOW, MEDIUM or HIGH risk

If there are any HIGH risk areas, the activity must not take place

- ☐For other risks, identify the safety measures you will put in place

- Give the risk assessment to the EVC (Deputy Head) for review and authorisation:
- Children with medical needs are listed on the form and measures put in place for that need during the activity.
- The activity may only take place once it has been authorised
- Letters are then sent out to parents to authorise pupil permission and agreement.
- Copies of the risk assessment are given to each member of staff involved in the activity and the visit is discussed further.
- A copy of the risk assessment is given to the office to be placed in the Trip Folder.

Specialist Risk Assessments

The Proprietor, the Head Teacher and the Site Managers arrange for specialist risk assessments for;

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident.

Responsibilities of all Staff

All members of staff are given a 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 Head Teacher, the Proprietor and Site Managers in order that the school complies with health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the Site managers or to the Head Teacher