

Al-Noor Primary School Risk Assessment Policy

1. Aims and objectives

1.1 To ensure that staff understand the process of risk assessment and how it can be integrated into effective management practices.

- 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
- 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 (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 unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

1.2 Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

2. Why the need for risk assessments?

2.1 The school is ultimately responsible for the safety of all school users and therefore the school needs to ensure that all such users are taking the necessary steps to protect themselves and those they are responsible for.

3. Who is responsible for carrying out a risk assessment?

3.1 It is the responsibility of the Headteacher, the Senior Leadership Team and designated staff members to ensure that appropriate Risk Assessments are carried out for specific areas or issues arising that lie within their role.

3.2 The Deputy Head is also the leader for health & safety issues in the school. This is presently Nusrat Abdulla. She carries out or designates risk assessment tasks for health and safety purposes and checks the risk assessments conducted by staff members for trips.

3.3 Class Teachers or Trip Leaders carry out risk assessments for school excursions and educational visits.

4. What areas require risk assessment?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips

- Asbestos Control
- Fire safety
- Health and Safety
- Swimming Pool safety (off-site visits)
- Water safety (if relevant)
- Site/room safety
- Safeguarding and preventing the risk of radicalisation
- Behaviour and welfare (for specific pupils as relevant)

5. Conducting a Risk Assessment

5.1 Risk assessment should not be a lengthy process, but it must be undertaken in order to identify the potential risks or hazards in undertaking an activity, to decide whether to cancel the activity if there is significant risk of harm or whether to go ahead with the activity with the completion of specific actions to reduce the risk of harm to acceptable levels.

5.2 Class teachers are required to complete a pre-visit to sites or venues to help inform their risk assessment. Many school trip venues have pre-prepared risk assessments which can be used to support the process but should not be relied on in totality. Class teachers are required to complete the school's risk assessment form (appendix A) as fully as possible, following the risk assessment guidelines in assessing risk factors and reducing risk factors. Risk assessments demonstrating a high level of risk that cannot be mitigated through the implementation of additional strategies/measures, will not be authorised to take place.

5.3 Risk assessments for school trips and events must be completed by class teachers and forwarded for approval by the Deputy Headteacher/Health and Safety Leader (currently Nusrat Abdulla)

5.4 Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, with suitable and appropriate risk management in place to lower risk; but use only specialist/qualified instructors.

5.5 Pupils are always given a safety briefing before participating in these trips and activities, and pupils are expected to wear protective equipment and follow instructions where required.

5.6 We ensure from centres that qualified instructors are instructing pupils and ensure all risk management is in place.

5.7 All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

5.8 Risk assessments must be reviewed by class teachers and evaluations of new risks added where appropriate to inform the risk assessment after the conclusion of a trip for future reference. A copy of this must be supplied to the Health & Safety Coordinator, Nusrat Abdulla.

Further guidelines for planning educational visits and school excursions please see School Excursions policy.

6. Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The Deputy

Head arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity
- Preventing the risk of radicalisation

Risk assessment templates for each have been given as appendices to this policy.

9. Monitoring

9.1 The Deputy Head (and Health & Safety Leader) implements the school's risk assessment policy and ensures that the fire safety policy is adhered to by all staff and the welfare of children is taken care off.

9.2 The Deputy Head reports to the Headteacher as frequently as needed on risk assessment issues.

9.3 The Headteacher reports to the Trustees at least annually on risk assessment issues and more frequently as situations, roles and responsibilities might demand.

10. Policy Review

10.1 This policy will be reviewed at any time at the request of the Trustees, or when need dictates, or at least once every four year.

Review date: September 2021

Signed, on behalf of the Board of Trustees, by: _____

Signature: _____ Dated: _____

Version History

Version Number	Date
RAP.17-18.2	11/12/17

APPENDICES (available upon request)

Appendix A: School excursion risk assessment template

Appendix B: School fire risk assessment

Appendix C: School classroom risk assessment

Appendix D: School general premises risk assessment

Appendix E: School Ligionella risk assessment

Appendix F: School expectant mother risk assessment

Appendix G: School gymnasium/ hall risk assessment

Appendix H: School prayer room/ library risk assessment

Appendix I: School playdeck risk assessment

Appendix J: School playground risk assessment

Appendix K: School staffrooms and office risk assessment

Appendix L: School VDU/DSE risk assessment

Appendix M: School electrical equipment risk assessment

Appendix O: Visual impairment risk assessment plus PEEPS

Appendix P: School art lessons risk assessment

Appendix Q: School stress risk assessment

Appendix R: School PE lessons risk assessment

Appendix S: School anaphylactic reaction risk assessment

Appendix T: School park risk assessment

Appendix U: Working at heights – ladder risk assessment

Appendix V: School Prevent risk assessment (assessing the risk of radicalisation)

Appendix W: Traffic management risk assessment

Appendix X: Violence against staff risk assessment

Appendix Y: Manual handling risk assessment

Appendix Z: Lone Worker risk assessment

Appendix Z(B) LOLER lifting equipment