

St Martin's CE Primary School

Risk Assessment Policy



St Martin's CE Primary School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place.

Risks are inherent in everyday life. We need to identify them and adopt systems for minimising them. Our children 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 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** or **SAFE OPERATING SYSTEMS** are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear procedures, heat detectors, fire alarms, fire practises)

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

The risk assessment file is situated in the Headteacher's Office – and a copy is also in the staffroom.

What areas require risk assessments?

A large range of activities will be carried out at St Martin's CE Primary that will require a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational trips and visits
- Site usage

Risk assessments are also needed from some other areas including:

- Some science activities
- PE and Sport activities
- Staff e.g pregnancy/stress

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments.

Child Protection and Pastoral Care

Our Safeguarding policy outlines the procedures in place to identify children at risk beyond the environment of school.

Medical and First Aid

Our Administering Medicines and Inclusion Policies outline the procedures for managing children's medication. The Headteacher is responsible for reporting any notifiable incident 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 roof, storage areas in the basement and loft etc.

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

Conducting a risk assessment

St Martin's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Children are always talked to regarding how to keep safe when undertaking any activity which has been risk assessed.

Procedure:

- State the parameters of the activity
- Note the key safety measures in place for the activity
- Note which HAZARDS have been identified
- Evaluate whether there is a LOW, MEDIUM or HIGH risk
- If there are any HIGH risk areas, the activity must not take place.
- For other risks, identify the safe operating systems/resources you will put in place.
- Send to the Risk Assessment Leader for review and authorisation'
 - EYFS – EYFS Manager – Sarah Williams
 - KS1 – Phase Leader – Mrs Jennings
 - KS2 – Phase Leader – Miss Plows

The activity can only take place once it has been authorised by these managers.

Specialist Risk Assessments

The site manager and Administration Officer arrange for specialists to carry out the following risk assessments:

- 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 an 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 co-operating with the Headteacher, the School Administration Officer and other members of SLT 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 Headteacher.