

## **RISK ASSESSMENT POLICY**

Great Ouse Primary Academy is committed to promoting the safety and welfare of all in our community so that effective education can take place. Our 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, 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 in 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 (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 unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points 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.

Risk assessments need reviewing and updating regularly. At Great Ouse Primary Academy, we are very aware that all staff and pupils need to receive training.

### **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in Great Ouse Primary Academy, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips (Subscribed to EVOLVE) Buildings and Premises - Legionella
- But risk assessments are also needed for many other areas, including:

#### **Educational / Curriculum**

Science  
EYFS Stage

Each sport and PE activity

Art

Music (including minimising the risk of hearing loss to staff) □ Drama Dance

### **Staff**

- Pregnancy
- Return under 'fit for work' limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design Technology and we also use EVOLVE.

### **Pastoral**

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHCE programme and assemblies are directed towards promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

Child Protection issues: Records of concern are in place to identify children at risk beyond the environment of school.

### **Medical and First Aid**

The School has risk assessments for first aid and all other treatments and procedures. Accident forms are maintained in the school Office.

The school's separate medical policy explains the procedures that we would follow in the event of a medical emergency. The Academy Principal 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).

Where pupils have daily medical needs, Individual Health Care Plans are drawn up and shared with teachers and parents.

### **Site Security**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the environmental area, the classrooms at break etc.

The front door can only be released by a fob. The site is secure and checked daily. All chemicals and flammables are kept securely locked and there is a separate COSHH policy with data sheets. Pupils do not have access to the Grounds, Maintenance, Catering and 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 is 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 Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

## Support Areas

- **Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

- **Caretaking and Security:** risk assessments cover every classroom.

Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices. The Caretaker has a CPD programme for all these key areas.

- **Maintenance:** risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- **Grounds:** risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

## CONDUCTING A RISK ASSESSMENT

Our policy at Great Ouse Primary Academy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment.

We will always employ specialists to undertake high risk tasks such as on residential trips.

Support staff may only carry out medium rated activities if they have been properly trained.

All members of staff and pupils are expected to wear personal protective equipment (PPE)

for tasks that have been assessed as requiring its usage. **Specialist Risk Assessments** The

School Office arranges 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. There is a yearly plan for review for each risk assessment. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

## **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 Academy Principal and other members of the 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 School Office.

**Reviewed September 2021**

**Next Review September 2024**

GreatOuse  
PRIMARY ACADEMY

