



Risk Assessment Policy

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This policy applies to the whole school including the EYFS.

This policy has been drawn up with regard to the following:

- Handbook for the Inspection of Schools: The Regulatory Requirements Part 3 (www.isi.net)
- Charities and Risk management (www.charity-commission.go.uk)

Introduction

All independent schools are legally required to have a risk management strategy in place and to undertake risk assessments for activities which are under their control.

Objectives of the Policy

The objectives of the policy are

1. To seek to identify, so far as practicable, all risks facing Newcastle Preparatory School (NPS)
2. To carry out a risk assessment in order to identify how such risks might be controlled.
3. To record and make available the outcome of the risk assessments.

Levels of Responsibility

The ultimate responsibility for Health and Safety in the school rests with the Governors. Day to day management is delegated to the Head Teacher and the Senior Management Team.

Related Policies

The Risk Assessment Policy should be read in conjunction with the following policy documents.

- Health and Safety Policy
- Safeguarding Policy
- Fire Safety Policy
- Educational Visits Policy
- Transport of Children Policy
- First Aid Policy
- Working at Height Policy

What is a risk assessment?

A risk assessment can be defined as "a tool for conducting a formal examination of the harm or hazard to people (or to 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 measure are the measures and procedures that are 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.

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) and should be systematic with a view to promoting children's welfare

Why have risk assessments?

Risk assessments are a legal requirement but they are also a logical course of action. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures are often simple and cost effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

What areas require risk assessments?

There are numerous activities carried out at Newcastle Preparatory School, each of which requires its own separate risk assessment. The most important of these cover:

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

Separate policies cover both of the areas mentioned above. However, risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- PE activity
- Art
- Music
- Drama
- ICT

There are also risk assessments for every room in school, the stairs and play areas.

Safeguarding/ Child Protection

Our Safeguarding and Child Protection Policy 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 and volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Procedure to be followed

Staff wishing to take children on any off-site visit should complete the proforma risk assessment form (hard copies may be obtained from the Front Office and electronic copies are available on-line via the Staff Shared directory). All risk assessments must be submitted to the Head Teacher in the first instance prior to any trip or event being booked.

A copy of the approved risk assessment will be retained in the appropriate file (Sporting Fixture, Residential Visits, Daytime Excursions), with other associate documentation which is held in the Front Office.

Responsibility for completion of the risk assessment form lies with the teacher in charge of the visit.

Staff are instructed in the completion of a risk assessment form as part of the new staff induction process. Individual follow up training is available from the Bursar for those members of staff who require refresher training.

Risk assessment forms are reviewed and their effectiveness evaluated by the teacher in charge at the end of the visit and a note will be retained on file of any amendments which will be required for future visits.

Risk assessments relating to on-site sporting activities, operational issues and premises related assessments are reviewed annually by the Bursar in conjunction with the appropriate staff member.

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