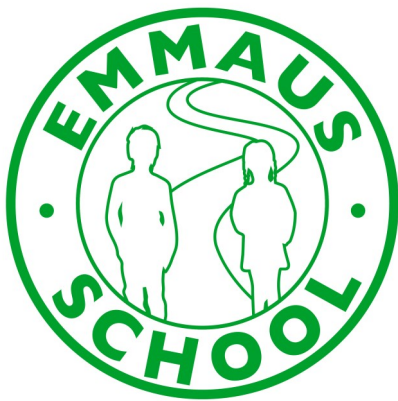


Risk Assessment Policy



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Risk Assessment Policy

Introduction:

This policy is applicable to employees, volunteers, pupils, including those in the EYFS, and visitors.

The School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. The 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 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 (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, fire alarm procedures, fire practices and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. 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.

What areas require risk assessments?

There are numerous activities carried out in the School, each of which requires a separate risk assessment. The most important of these cover:

Fire safety and procedures

Educational visits and trips

But risk assessments are also needed for many other areas, including:

Educational

Science

Each sport and PE activity

Art

Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP

All teaching staff and volunteers receive induction and refresher training in risk assessments tailored to their specific areas.

Safeguarding of Children

Our safeguarding 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.

Support Areas

Cleaning: COSHH forms are completed for all covered cleaning substances and all staff and volunteers are made aware of where they are filed.

Fire Safety: A Fire Risk Assessment Action Plan is maintained in line with the School's Fire Safety Policy. This covers the premises and electrical equipment.

Conducting a Risk Assessment

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, such as goggles, and to follow instructions.

A paper and/or electronic copy of each Risk Assessment is to be kept at the school and reviewed when each activity is carried out.

Reviews

All risk assessments are reviewed and recorded regularly or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits.

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