



RISK ASSESSMENT POLICY

Date of Last Review	November 2017
Date of Next Review	November 2019
Review period	2 Years

Risk Assessment Policy

The Headteacher and Governors of Tayyibah Girls School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their 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 organisation) that could result from a particular activity or situation.

A hazard is something with the potential to cause harm (eg Fire)

A risk is an evaluation of the probability (or likelihood) of the hazard occurring (eg a chip pan will catch fire if left unattended).

A risk assessment is the resulting assessment of the severity of the outcome (eg 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 (eg staff training, clear work procedures, 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, focussing 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 Tayyibah Girls School we are very aware that all the staff and pupils need to receive training. A folder of risk assessments for educational visits is kept in the office and staff are able to refer to them and use for themselves. The school arranges staff training as necessary.

What areas require risk assessments?

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

- Educational visits and trips
- Site and premises

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

Educational:

- Science
- PE activities
- Art/DT
- Food technology
- ICT

Pastoral

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident articulate young person capable of keeping 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. A stringent **anti bullying policy and behaviour policy** embedded within the school helps to keep pupils safe. **Child Protection and safeguarding** is paramount and **policy and procedures** are adhered to by all staff, governors and volunteers. **Safer recruitment procedures and policies** 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 ensuring all staff, governors and volunteers receive regular updated Safeguarding and Child Protection training; we manage this risk to an acceptable level.

Medical and First Aid

Accident and incident forms are maintained and are analysed termly by First Aid officer. The school **First Aid policy explains procedures to follow for all staff.** The First Aid officer or office staff are responsible for reporting any notifiable accident that occurs on the school premises to a pupil, staff, parent, visitor or contractor in accordance with the Reporting of Injuries, diseases and Dangerous occurrence regulations (RIDDOR).

Supervision of Pupils

The staff do not allow the pupils to be unsupervised in any area within the school.

Premises - Toilets and washing facilities are separated for adults from pupil toilets to provide an appropriate level of privacy.

Caretaking and Security – risk assessments cover every room in the school. Particular emphasis in training is given to minimise risk of both fire and security by adhering to good practice.

Grounds – The caretaker oversees that the premises and risk assessments are made on a regular basis

Office Staff – risk assessments are made of display screen equipment and cables used by those staff primarily office based who spend the majority of their working day in front of the screen.

Conducting a Risk Assessment

Our policy at Tayyibah Girls School 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 such as high visibility vests.

The Headteacher arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella

- Gas safety
- Electrical safety

Responsibilities of all Staff

All members of staff are given a thorough induction into the schools health and safety policies, and risk assessments are carried out annually on all rooms in the school. Trips are risk assessed and equipment maintained annually to manage risks. Staffs 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, caretaker and other members of the SLT in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Headteacher.