Believe and achieve

Oxenhope Church of England Primary School

Risk Assessment Policy

Created By:	Last reviewed:	Next Review Date:
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School Vision

We provide the rich soil allowing children to flourish and develop deep roots. We nurture **growth**, enabling children to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children are **loved** and valued.

May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

'Live in harmony with one another.' Romans 12 v 16

Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.' Ephesians 5 v 2

Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18

1.0 INTRODUCTION

It is not only a legal requirement, but also this School's belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routine and at all school events.

1.1. What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) 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.
- **Risk control measures** 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, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

1.2. Who Conducts Risk Assessment?

Risk Assessments are conducted by the Headteacher, the Business Leader, and the Administrators, however they may be delegated to teachers or senior leaders. Contractors may also carry out task-specific risk assessments. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit.

Risk assessments should be obtained and utilized from individuals, groups and organizations who are on site and relevant information about pupils should be shared with them, as appropriate, to ensure safety and welfare.

2. RISK ASSESSMENTS

There are two main types of risk assessment, generic and specific

2.1. *Generic* risk assessments should be completed for hazards or activities that are common throughout the school.

2.2. *Specific assessments* should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate.

The essential steps that are taken in order to comply with this policy are:-

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures. Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

2.3. Who May be Affected?

Consider pupils, students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. Or when beyond the School, members of the public.

2.4. Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

2.5. Risk Control

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:-

- Avoid the hazard – can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard
- Procedural controls – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure that the staff are aware of each child's needs.
- Setting management – such as the monitoring of exits and entrances.
- Additional equipment/staff – can a lifting device or an additional person be utilized to avoid or reduce the risk?
- Personal Protective Equipment – consider the value of using such things as gloves, over garments.
- Emergency procedures – have contingencies in the event of things going wrong such as an accident or incident.

The Headteacher monitors the control measures instigated to ensure that they are effective and implemented correctly.

2.6. Risk Assessments for taking children off site

Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place the activity must be authorised and the form signed by the Headteacher. The Educational Visits Policy covers this in more detail.

2.7. Specialist Risk Assessment

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

- Fire safety
- Legionella

2.8. Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy 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.

2.9. 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 (which is recorded). Specialist training is given to those whose work required 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 Headteacher 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.

RESPONSIBILITY OF THE BOARD OF GOVERNORS

To delegate powers and responsibility to the Head teacher to ensure everyone complies with this policy.

List of current risk assessments

RA for Animals in School/on school grounds/generic pet visit

RA for Bouncy Castle

RA for Classrooms including EYFS and moving around school

RA for Clubs held inside and outside school

RA for contact with bodily fluids in first aid

RA for Cooking and Baking

RA for Easter Service Candles

RA for Explorers

RA for Football Fields

RA for Friends events

RA for Lone Working

RA for Local walk around Oxenhope

RA for Nature Area and Allotment

RA for School Building and Premises Security

RA for School Hall and Kitchen Areas

RA for School Outdoor Areas

RA for Slips, trips and falls

RA for the stage

RA for swimming lessons, including Keighley Leisure Centre pool RA

RA for Traffic Management & Car park

RA for visit to Community Café at Methodist Church

RA for an Open Fire

RA for Working at Heights

RA for Carols around the Tree

RA for Walk to Haworth Surgery

RA for Walk to West Lane Baptist Church, Haworth

RA for Work Experience

RA for Pregnancy

RA for Sports Day

RA for Bouncy Castles

RA for Rose Garden Visit

RA for Walk to Haworth Tennis Club

RA for Straw Race

Site specific RAs for Educational visits

Maternity RAs for members of staff who are prevent

Individual staff or pupils RAs for specific medical conditions

PREVENT risk assessment