

Bhaktivedanta Manor School



Risk Assessment Policy

Version	Date	Author/Role	Ratified by	Review Date
1	Jan 2018	Wendy (Guru) Harrison: Headteacher	Finance & Premises Com	2019
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Bhaktivedanta Manor School

Risk Assessment Policy

The Head teacher and Governors of Bhaktivedanta Manor School are 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 with the law and best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils also 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 (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 Bhaktivedanta Manor School we are aware that all the staff and pupils need to be aware of and responsible for school area and identify and minimise risks relating to safety and the school. Areas that pose risks need to be brought to the attention of the head teacher or staff in the schools administration office. A folder of risk assessments is kept by the Head Teacher and staff are able to use and refer to them as needed. The Head Teacher arranges for appropriate actions and interventions based on risks.

What areas require risk assessments?

There are numerous activities carried out at Bhaktivedanta Manor School, each have varying levels of inherent risk. The most important and likely relate to:

- Site, premises and play equipment
- Educational visits and trips
- After school provision

Risk is minimised and controlled through planning and following procedures set out in policies such as safeguarding and health and safety.

PE risks are minimised by hiring in a sports coach with relevant qualifications and experience as well as meeting safeguarding requirements (such as ensuring current DBS checks are carried out).

The risks associated with in class activities such as science experiments are reduced through teacher planning ie arranging appropriate groups, group sizes, supervision level and type of activity.

Pastoral

The focus of our pastoral care is to ensure that every pupil leaves as a confident articulate young person capable of keeping themselves safe on the streets, in the home and in life situations situations. Our PSHE and e-safety programme is directed towards promoting an increasing understanding as the pupils develop. Risks that exist in both the real and the electronic worlds are discussed along with sensible precautions that should be taken. These sessions take on themes around safeguarding and include the Prevent agenda.

Anti-bullying and behaviour management policies are embedded within the school and help to keep pupils safe. Child Protection and safeguarding are paramount and policies and procedures are adhered to by all staff, governors and volunteers. Safer recruitment procedures and policies ensure that the school and children are 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, as well as ensuring all new staff have current DBS checks and are enrolled with the update service, we manage risk to an acceptable level.

Medical and First Aid Accident and incident forms are maintained and are stored in the corridor of each key stage building. The head teacher is made aware of accidents and incidents. The schools First Aid policy explains procedures to follow for all staff.

The headteacher is responsible for reporting any notifiable accident that occurs on the school premises to a pupil, staff, parent, visitor or contractor in accordance with the DfE.

Supervision of Pupils.

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

Premises Maintenance

Risk assessments cover every room used by the school and the grounds. Training is given to minimise risks and security to maintain good practice. The schools fire alarms are checked weekly and records are kept by the fire alarm pannel. Emergency lighting is tested once per month.

The headteacher is 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 occurrences regulations (RIDDOR).

Grounds

The grounds are maintained by proprietor's head groundsman. Risks assessments are made as per the policy and acted on through the guidance of the Head Teacher. Teachers and Supervisors assess an area prior to taking children there and notify the school office of any items that need addressing. Play equipment is maintained to keep it fit for purpose.

Conducting a Risk Assessment

Our policy at Bhaktivedanta Manor School is to minimise higher risk activity. Activities involving pupils are normally low risk. Pupils are given a safety briefing before participating in these activities and are encouraged and expected to wear protective equipment such as gardening gloves, safety glasses etc for appropriate activities. All members of staff are given an induction into the schools and health and safety policies.

- Risk assessments are carried out by staff three times a year on all rooms in the school. These records are kept in the school's risk assessment file.
- Trips are risk assessed and equipment maintained to manage risks.
- All staff must complete their own risk assessments before any outing outside the premises is undertaken. Parents sign permission slips prior to student trips . The risk assessment forms can be found in a file in the main school office
- Staff must also complete the relevant forms when taking pupils to after school club events in cars/ or when asking parents to drive children to venues. These forms can be found in the main school office and further details are in out School Events Transport Policy

In addition, outside areas regularly used by the children on the ground of Bhaktivedanta Manor are also risk assessed at least three times a year. All members of staff are responsible for reporting any risks or defects to the school office, (these are recorded in a book) and the Head Teacher assesses and acts on these accordingly.

Staff 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 Head Teacher, maintenance team, and other staff members to enable the Governors to comply with their health and safety duties

Next Review Date : **February 2020**