



Peregrines Nursery and Falcons School for Girls Risk Management and Risk Assessment Policy

Primary person responsible for this policy: Sara Williams-Ryan

Job title: Headmistress

Last review date: June 2020

Next review date: June 2021

Relevant ISI coding (if applicable): 16a

Circulation: This policy is addressed to all members of staff and volunteers in our school. It applies wherever staff or volunteers are working with pupils.

Scope

This guidance is applicable to all those with responsibility for developing or implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and Early Years Foundations Stage.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Guidance

The Headmistress and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis.

The key risk areas listed below have been assessed:

- pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding;
- school trips;
- management of visitors on school premises;
- fire and emergencies;
- traffic and pedestrian interaction on site;
- management of hazardous substances;
- use of hazardous equipment e.g. in DT, Art etc;
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable;
- recruitment procedures;
- terrorism, including the prevention of fundamentalism and extremism;
- security.

The Headmistress and the School Caretaker will be responsible for the implementation of the risk assessment policy. Risk assessments are carried out by SLT, Subject Leads and any member of staff who undertakes an activity which SLT assess as needing a risk assessment. These are updated on an annual basis and reviewed by the school's external Health and Safety Consultant as part of their bi-annual visit. Any member of staff organising a trip completes a risk assessment as part of the planning process. These are checked by the EVC. Any incident which occurs at school is reviewed as part of the half-termly Health and Safety Committee meeting and the relevant risk assessment is amended if required.

This guidance is applicable to general risk assessment. Specialists are contracted for specialist areas including asbestos, fire, and water quality.

All staff will receive guidance on risk assessment as part of their induction. Risk assessment training will be provided on specific areas where identified by the Headmistress and the School Caretaker.

A template risk assessment form is available on the [APG Portal](#).

Risk assessments will take into account:

- hazard - something with the potential to cause harm;
- risk - an evaluation of the likelihood of the hazard causing harm;
- risk rating - assessment of the severity of the outcome of an event;
- (control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong;;
- who might be harmed
- how likely is it to go wrong;
- how serious would it be if it did;
- what are you going to do to stop it;
- how are you going to check that your plans are working.

The School Caretaker /Subject Lead will be responsible for the maintenance of risk assessment records.

Risk assessments will be reviewed:

- when there are changes to the activity;
- after a near miss or accident;
- when there are changes to the type of people involved in the activity;
- when there are changes in good practice;
- when there are legislative changes;
- annually if for no other reason.

The following areas require risk assessments:

- science experiments;
- art;
- sport and PE activity;
- EYFS;
- drama;
- general classroom;
- road crossing;
- school trips;
- premises management and security;
- office;
- site visitors;
- fire & emergencies;
- first aid and accidents;
- pupil safeguarding and welfare;
- preventing terrorism.