

IRIS School

RISK ASSESSMENT POLICY

To be read in conjunction with

SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY, FIRE SAFETY POLICY, TRIPS POLICY, & LABORATORY POLICY

This Policy has been developed to promote the health, welfare and safety of pupils, staff, visitors and volunteers of IRIS School so that effective education can take place, risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them.

The Proprietors of IRIS School take seriously their responsibility under section 157 of the 'Education Act of 2002' to promote the welfare of children, and to provide safeguarding dedicated to the wellbeing and protection of those under the age of 16 years.

Policy Aim

The aim of this policy is to:

- protect both the School and individuals (including pupils and employees) from unnecessary risks by ensuring risks are properly identified and managed;
- ensure consistency of approach and management across the wide range of activities that the School is involved in.

What is Risk Assessment

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people 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).

Areas Requiring Risk Assessment

A large range of activities will be carried out at IRIS school, each of which will require a separate risk assessment. The most important of these covers:

- Educational visits and trips;
- Site usage e.g., the playground area & communal areas.
- Fire safety and procedures

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

- Educational:
 - Some Science activities;
 - Cooking activities;
 - PE and Sport Activities.

Our Safeguarding Policy, Health and Safety Policy, Trips Policy, Visitors Policy outlines the procedures in place to identify those at risk at IRIS School and beyond the environs of school. To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

- Child Protection

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school. IRIS School have a special Child Protection Committee wherein specific roles are allotted to members who deal with child protection issues.

- Medical and First Aid

Our Health and Safety Policy outlines the procedures for managing children's medication. The Proprietors of IRIS School has appointed a Health and Safety Officer and a Medical officer appointed to deal with all medically related issues and incidents on the premises. These responsibilities are coordinated with and directly answerable to the Head Teacher.

- Unsafe areas

We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the boiler room, the roof and storage areas or areas where building work is taking place. Where they are not fire escapes, doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to catering, maintenance and cleaning stores of the school.

CONDUCTING A RISK ASSESSMENT

IRIS School policy is not to carry out any high-risk activity. Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly. Training in relation to risk assessments is delivered annually. The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of any significant risks arising out of the activities that IRIS School undertakes.

Procedure:

- State the parameters of the activity;
- Note the key safety measures in place for the activity;
- Note which HAZARDS have been identified;
- Evaluate whether this is LOW, MEDIUM or HIGH risk;
- If there are any High-risk areas, the activity must not take place;
- For other risks, identify the safe operating systems you will put in place;
- Send to Health and Safety Officer and the Head Teacher for review; and authorisation;
- The activity may only take place once it has been authorised.

Specialist Risk Assessments

The Health and Safety Policy outlines the procedures for managing children's medication. The Proprietors of IRIS School has appointed a Health and Safety Officer and a Medical officer has been appointed to deal with all medically related issues and incidents on the premises. These responsibilities are co-ordinated with and directly answerable to the Head-Teacher. At IRIS School arranges for specialists to carry out the following risk assessments:

- Fire safety;
- Asbestos;
- Gas safety;
- Electrical safety;
- Temporary structures, i.e., scaffolding, building maintenance and update.

Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant and equipment.

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. Specialist training is given to those whose work requires it. However, staffs 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, the Child Protection Team and other members of the SLT in order to enable the Proprietors of IRIS School to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head Teacher.

Any member of staff interested risk assessment guidance can refer to the HSE Guidance Note which can be accessed at <http://www.hse.gov.uk/pubns/indg163.pdf>. Guidance can also be obtained from the school Health and Safety Officers.

To be reviewed Sept 2024