

IRIS School Risk Assessment Policy

Effective Date: Sep 2025

Review Date: Sep 2026

1.Purpose

The purpose of this Risk Assessment Policy is to establish a framework for identifying, evaluating, and managing risks to ensure a safe and healthy environment for students, staff, and visitors at IRIS School. The policy aligns with the school's commitment to safeguarding and compliance with relevant health and safety legislation.

2.Scope

This policy applies to all staff, students, volunteers, contractors, and visitors at IRIS School. It covers all activities, including classroom activities, school trips, sports, and events conducted on or off the school premises.

3.Definitions

- **Risk Assessment:** A systematic process to identify potential hazards and evaluate the risks associated with them to determine appropriate measures to mitigate or eliminate those risks.
- **Hazard:** Anything that may cause harm, such as chemicals, electricity, moving machinery, or unsafe practices.
- **Risk:** The likelihood that a hazard will cause harm, along with the potential severity of that harm.

4.Objectives

This policy aims to:

- Ensure that all potential risks are identified and assessed.
- Minimize risks to students, staff, and visitors.
- Promote a culture of safety within the school community.
- Comply with health and safety legislation.
- Encourage the involvement of all stakeholders in the risk assessment process.

5.Responsibilities

- **Headteacher:**
 - Ensure the implementation of this policy.
 - Allocate resources and training for staff on risk assessment.
 - Oversee the completion and review of risk assessments.
- **Designated Safety Officer:**
 - Maintain an overview of risk assessments across the school.

- Act as a point of contact for all health and safety matters.
- Conduct regular reviews of existing risk assessments and identify new risks.
- **Staff:**
 - Participate in risk assessments relevant to their activities and areas of responsibility.
 - Report any hazards or safety concerns to the designated safety officer.
 - Follow established procedures to mitigate risks.
- **Students:**
 - Understand the importance of safety and actively participate in maintaining a safe environment.
 - Report any safety concerns or incidents to a teacher or staff member.

6.Risk Assessment Process

The following steps outline the risk assessment process to be followed at IRIS School:

A. Identify Hazards

- Conduct walkthroughs and consult with staff and students to identify potential hazards.
- Review previous incidents and near misses to identify underlying issues.

B. Evaluate Risks

- Assess the likelihood and severity of risks associated with identified hazards.
- Use a risk matrix to categorize risks as low, medium, high, or critical.

C. Implement Control Measures

- Determine appropriate measures to eliminate or mitigate identified risks (e.g., training, protective equipment, modifications).
- Ensure measures are practical, effective, and maintained.

D. Record Findings

- Document all risk assessments, control measures implemented, and any actions taken.
- Maintain a central repository for all completed risk assessments and ensure they are accessible to staff.

E. Review and Monitor

- Review risk assessments annually or whenever there are significant changes to a process, activity, or the environment.
- Monitor the effectiveness of control measures.

7. Training and Awareness

- Provide training for staff on conducting risk assessments.
- Ensure all staff are aware of this policy and understand their roles and responsibilities regarding health and safety.

- Incorporate health and safety education into the curriculum to encourage student awareness.

8. Emergency Procedures

- Establish emergency procedures for potential risks identified during assessments (e.g., fire evacuation, first aid response).
- Regularly conduct drills to ensure staff and students are familiar with emergency protocols.

9. Reporting Incidents

- Encourage staff and students to report any incidents, near misses, or safety concerns promptly.
- Investigate reported incidents to determine causes and implement measures to prevent recurrence.

10. Monitoring and Review

This policy will be reviewed annually or following significant incidents or changes in legislation. Staff input will be considered to ensure the policy remains effective and relevant.

Contact Information

For any concerns or questions regarding this policy, please contact:

Contact Email: irischool@gmail.com