

RISK ASSESSMENT POLICY

DATE PALM STATEMENT of INTENT

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit**:

- ✓ To build **Strong Foundations for Character Development** that:
Instil values; inspire each pupil; display best manners.
- ✓ To have **Lofty Branches of Educational Excellence** that will:
Provide a broad and varied range of experiences and learning opportunities;
help each pupil progress and develop in all aspects; support their skills and talents.
- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to:
Become responsible and confident citizens; make a positive difference;
commit to charitable endeavours; become effective contributors towards Britain's future.

Reviewed by	Position	Signature
Sharifa Khatun	Head Teacher	<i>S Khatun</i>
Sabina Yesmin	Safeguarding Governor	<i>S Yesmin</i>

Reviewed: March 2023

Next review date: March 2024

Risk Assessment Policy

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, staff and building in our daily routine.

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, fire alarms, fire drills, gas and electrical shut down points).

Who Conducts Risk Assessments?

Risk Assessments are conducted by the Administrator, management and teachers. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit. See Appendices for risk assessment templates.

Risk Assessments

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

Generic risk assessments should be completed for hazards or activities that are common throughout the school (See Appendices for risk assessment templates).

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.

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.

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 need 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.

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**



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- **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 utilised 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.

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

Risk Assessments for taking children off site

Staff responsible for taking children off site must carry out a risk assessment using the standard proforma. Before it can take place, the activity must be authorised and the form signed by management.

Frequency of Risk Assessment

- A daily risk assessment of the classroom and outdoor area is carried out by teachers.
- A daily risk assessment of the building - including toilets and fire exits - is carried out by the admin staff.
- Every time a trip is planned, a risk assessment of the trip is conducted by the teacher.
- Every time an activity is planned with potential risks – such as cooking - a risk assessment is conducted by the teacher.

Specialist Risk Assessment

The Senior Management team arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Electrical safety

Responsibilities of all Staff



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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 require 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 Head teacher 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 Head teacher.

Monitoring and review

Our governing body is responsible for monitoring the Risk assessment policy.



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APPENDIX A

Date Palm Primary School

Outdoor Risk Assessment				
Establishment:			Date reviewed by head:	
Place to be visited:			Date of visit:	
Activity/ Environment:			Date assessment completed:	
Educational Objectives:			Completed by:	
Number of pupils:		Age:	Number/names of staff:	
			Who will lead the trip:	
Hazards	Who	Risk rating LMH	Control measures	Any further actions
List significant hazards which may result in serious harm or effect several people			List existing controls or note where the information may be found (e.g. Information, instruction, training, systems or procedures)	List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.

Review procedures: The head teacher/manager will monitor and amend this risk assessment before departure.

Note:

- To ensure general safety at all times, no child will be left unattended by an adult.
- In any case of emergency, the appropriate action will be taken immediately and the group will contact the school as soon as practicable.
- In the case of an emergency outside school hours the head teacher/ manager will be contacted at home/mobile.



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- School staff will show a certain level of flexibility and common sense in all contingencies.

APPENDIX B

Date Palm Primary School - Local Park Risk Assessment

Park Name:		Date Assessment completed:		Date of first visit:
Year group:		No. of children:	Date Reviewed by Management:	
Time of visit: Lunch time		No. of adults:	Completed by:	
Hazards List significant measures which may result in serious harm or effect several people	Who	Risk rating LMH	Control measures List existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)	Any further actions List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.
Crossing roads	Pupils	L	One adult to lollipop in the middle of the road to allow safe crossing. High visibility jackets worn by all adults.	
Injury whilst walking	Pupils	L	Avoid narrow pavement, supervision on pavement and while crossing. Children briefed about hazards and behaviour outside. Regular reminder given.	
Lost pupil or separated from group	Pupils	L	1:12 adult to child ratio, head count before leaving and returning from park.	
Slipping on wet surface	Pupils	M	Avoid playing on wet apparatus, brief children about not running on wet floor and safe play practice. Indoor play when raining heavily.	
Injury whilst using park apparatus	Pupils	M	Not to use wet apparatus, regular reminder about safe play	



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Date of visit	Any action required	Date of visit	Any actions required	Date of visit	Any action required