

Risk Assessment Policy

Policy Reviewed: January 2022
Next Policy Review Date: January 2023

Rationale

We believe that it is essential that risks to the health and safety of our pupils, staff, buildings, school grounds, visitors and school events must be controlled through regular risk assessments.

All risk assessments for teachers, such as visits, trips, classroom and land are requested from the school office.

Conduct of risk assessments

Risk Assessments should be carried out by either:

- teaching staff
- other experienced persons such as qualified Kindergarten staff, trustees or visiting staff undertaking activities at the school
- assistance can be sought from our Health & Safety advisor: North Yorkshire Education Service (N.Y.E.S.)

Features of risk assessments

Risk Assessments should identify the following and these should be filled out on the risk assessment form:

- hazards
- the persons who might be affected
- the level of risk
- what effective control measures could be put into place

When should they be done?

Risk assessments should be done;

- on all school trips and off-site visits
- when going into an area that may have changed since the last time, such as the land; you may find that brambles have grown, contamination from wild animals since the last time you visited;
- in classrooms, a weekly checklist to be completed
- in a situation where you are unsure of the environment
- before using new tools/equipment

Who is responsible for each assessment?

Kindergarten

Every day a senior staff member must check the inside area and outside area before the children come into that area.

Classroom (including craft areas)

Every day the teacher responsible for that room must check their area and any areas that they will be taking the children.

Class trips

The person responsible for that trip must check and record the risks prior to going. If it is a residential visit, this must still be done. Remember to carry out a risk assessment for each stage of the trip, e.g. a visit by foot to a farm would need a risk assessment for the walk and a risk assessment for the farm. All these assessments should be neatly recorded on the correct form and filed in the main office.

Newly Identified Hazards

Once a new hazard has been identified then the following procedure takes place:

- A thorough risk assessment is undertaken
- If the risk can be removed at the time (e.g. cutting back branches) then do so and record this on the risk assessment

Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular discussion in teachers' meetings.

Endorsement:

Name: Sara Lucassen

Position: Trustee of ECTE

Date: 28/01/2022