Hucknall Flying High Academy

Risk Assessment Policy

"Make Every Day Count"

We aim to make every day count for our children where they thrive and build the cultural-capital they need to make aspirational choices about their own future

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Signed (Headteacher)	
Signed (Chair of Governors)	

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Risk Assessment Policy

1	**Introduction**
1.1	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, our staff, our buildings, our grounds, in our daily routine and at all school events.
1.2	**What is Risk Assessment?** A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) 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).
1.3	**Who Conducts Risk Assessment?**
1.4	Risk Assessments are conducted by the Headteacher, the Site Manager or delegated to teachers. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit. Risk assessments should be obtained and utilised from individuals, groups and organizations who are on site and relevant information about pupils should be shared with them, as appropriate, to ensure safety and welfare.
2.	**Risk Assessments**
2.1	There are two main types of risk assessment, generic and specific.
2.2	*Generic* risk assessments should be completed for hazards or activities that are common throughout the school.
2.3	*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.
2.4	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.

2.5	Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures. Thorough risk assessment involves answers to such questions as the following: • What hazards are we faced with? • Who might be affected? • How can the risks be reduced to an acceptable level? • Can effective measures be implemented now? • If not, what contingency plans will serve us best for the time being?
3.	**Who May Be Affected?**
3.1	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. Or when beyond the School, members of the public.
4.	**Risk Evaluation**
4.1	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.
5.	**Risk Control**
5.1	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** • **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 utilized 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 such as an accident, incident or fore.
5.2	The Headteacher monitors the control measures instigated to ensure that they are effective and implemented correctly.
6.	**Risk Assessments for Taking Children Off-Site**
6.1	Staff responsible for taking children off site must carry out a risk assessment using the EVOLVE Risk Assessment portal. Before it can take place, the activity must be authorised and the form signed by the Headteacher.

7.	**Specialist Risk Assessment**
7.1	The School Business Manager arranges for specialists to carry out the following risk assessments: • Fire safety • Asbestos • Legionella • Electrical safety
8.	**Reviews**
8.1	All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.
9.	**Responsibilities of All Staff**
9.1	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 requires 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 Headteacher 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 Headteacher or Business Manager.
10.	**Rolling Annual Survey**
10.1	Rolling Risk Assessments are carried out on the inside and outside of the premises every term.
11.	**Reporting Procedures for Surveys**
11.1	The results of the periodic risk assessment surveys are reported to Governing body. The main report is made towards the end of the school year, when the rolling annual survey has been completed.
12.	**Responsibility of the Governors**
12.1	To delegate powers and responsibility to the Head teacher to ensure everyone complies with this policy.
13.	**Links to Other Policies**
13.1	This Policy links with a number of other school policies, practices and action plans including: o Health and Safety Policy o Safeguarding Children on Off-Site Visits Policy o Safeguarding and Child Protection Policy o First Aid Policy o FHT Emergency Plan