

RISK ASSESSMENT POLICY

Overview

In this school every reasonable action will be taken to promote the safety and well being of learners and staff. Our aim is always to keep all safe and to protect them from danger. Most activities could entail the **possibility** of harm but it would not in the interests of the balanced development of learners to be over protective and by restricting and limiting their lives because of this. Staff must always be vigilant at all times and risk assessments will be carried out to identify activities and situations where there is a **probability** of danger in order that prompt and appropriate action can be taken to all safe. This policy sets out clear guidelines to ensure that in all situations, risk is carefully assessed so that reasonable action can be taken to ensure that learners and staff are protected from **probable** sources of danger.

Objectives

1. To establish efficient and effective procedures for assessing risk and for keeping learners and staff safe from danger and free from harm.
2. To identify and assess any probable sources of risk or danger and to take reasonable action to overcome them promptly and effectively.
3. To ensure that staff are trained and carry out risk assessments thoroughly and rigorously.
4. To ensure that any probable sources of risk and danger within the school or on the school site are identified assessed and then to take prompt and appropriate action to make them safe
5. To ensure that before visits, school holidays, fieldwork, excursions and any other off site activities, that a risk assessment is carried out and any probable sources of danger are identified and assessed so that appropriate action can be taken in good time to ensure that no-one is put at risk.
6. To ensure that parents are made fully aware of the nature of any activities that have been planned for their children's participation during off site visits.
7. To ensure that appropriately trained members of staff are always present to lead and supervise on visits, excursions, school residential holidays, and all other activities.
8. To ensure that off site, only appropriately qualified teachers, instructors and coaches lead activities in which our learners are involved in, especially in sport, games, gymnastics, swimming and other outdoor pursuits.
9. To ensure that risk assessments are carried out in line with this policy and that any appropriate paperwork is completed well in advance of planned activities to give the headteacher time to consider and approve the activity.

Strategies

1. At all times teachers and other staff are expected to be vigilant and pro-active in carrying out assessments of risk for every activity they plan and undertake.
2. Risk assessments will be carried out by staff well in advance of every off site activity and visit.
3. Regular risk assessments will be carried out to check the school environment and equipment.
4. Written records of risk assessments will be given to the headteacher to be approved before all visits and activities that take place off the school site.
5. Only those with appropriate qualifications will lead specialist activities e.g. gymnastics, athletics, canoeing, climbing, hiking, swimming etc.
6. Risk assessment should be carried out by teachers where specialist tools and equipment are used, especially for craft design technology, science, physical education activities, games and sport and activities.
7. Appropriate levels of supervision of learners and appropriate adult to child ratios must be maintained by teachers and staff at all times. Where activities carry higher levels of risk the adult to child ratio must be adjusted accordingly.

8. In a sensible and balanced manner, learners should be made aware of the risks they might encounter and they should be taught how to identify risk so that they know how to keep themselves safe.
9. Teachers will at all times, act in 'loco parentis' - as a good and caring parent would- and ensure that common sense and sound professional judgement is applied in judging risk in all situations.
10. If in doubt about safety, staff should be cautious and remove everyone from the perceived danger.
11. Parents must be fully informed in advance, in writing, about the nature of any off-site activities that their children are undertaking and they must be asked to sign consent forms giving their permission for their children to participate.

OUTCOMES

All in this school will do all they reasonably can to assess risk and then to keep learners and staff free from risk of danger at all times when learners are in our care. Our intention is to encourage the healthy growth and development of learners by increasing their self confidence and helping them build an awareness of the risks they face as they engage with the world around them.

Revised and adopted by the Governing Body

