



ST. CHRISTOPHER'S SCHOOL
RISK ASSESSMENT POLICY (incl. EYFS)
2018-19

TO BE REVIEWED IN SEPT 2019

1. What is a Risk Assessment?

Risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put 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).

Vigilance is the basic principle of risk assessments. This is not a paperwork exercise, but a formal record of our vigilant practise in ensuring that all potential risks within the school are identified and minimised by the application of control measures. The formal process also enables to school to achieve clarity, transparency and unity of approach in important areas of safeguarding.

2. Procedures and Responsibilities

Who carries out the risk assessment?

Risk assessments are in standard format at St Christopher's School. They are initially carried out by the member of staff organising an event or responsible for an activity/area of the school. Risk assessments should be passed on to all staff involved in the activity/event/area which is the focus of the risk assessment. It is the responsibility of the person who drew up the risk assessment to circulate it and make other members of staff aware of it.

The Headteacher's responsibility

All risk assessments are passed to the Headteacher for monitoring and approval. Some risk assessments, particularly those for safer recruiting purposes are also passed to the Proprietor at Head Office or to a department manager at Head Office.

The Responsibility of all staff

It is the responsibility of each member of staff involved in an activity/event/area to familiarise themselves with the key points of school risk assessments. It is impractical to memorise each school risk assessment, nevertheless each member of staff is expected to know key features of key risk assessments and to be able to know where to look/who to ask to refer to a copy.

Evaluation

At the end of an event/activity each risk assessment is reviewed and evaluated for future reference and to improve best practise. Risk assessments relating to rooms/areas are reviewed periodically with set review dates (or sooner where the need arises).

3. Key Policies and Risk Assessments

Risk Assessments cover many key aspects of the school and are contained in key policies. These can be found in hard copy in the school office or Headteacher's office and in electronic copy on the Shared teacher's drive, Senior Leadership drive and Operations drive. Many of these policies are downloadable from the school website, according to statutory requirements.

The key policies include:

1. The Visits (Educational external visits) Policy and risk assessments

2. The Health and Safety and Risk Assessments Policy
3. The Fire Risk Assessment Policy and risk assessments
4. The Prevent Duty Risk Assessment
5. The Data Protection Policy
6. The E-safety Policy

Risk Assessments also involve elements of other school policies and procedures. Furthermore, risk assessments are carried out for each room and teaching area within the school and regularly reviewed.

4. EYFS Area

The EYFS staff conduct a daily risk assessment of the area, including EYFS furniture and resources and monitoring the ratio of staff to children. Furthermore, area risk assessments are carried out throughout the school.

5. Other Risk Assessments

Our policy at St Christopher's School is to reduce the risk in all activities to an acceptable level. Staff may feel that risk assessments should be prepared for particular activities. In order to assure this we ensure that:

- Staff delivering the activity or instruction are appropriately trained
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage.

Signed by Proprietor



Mr A Mehta

