



PCT Education Services
Positive Progression for All

RISK ASSESSMENT POLICY

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Next review date.	August 2023	
Approved by: Headteacher	Sally Alden	
Approved by: Governor	Michael Millage	

This is a whole school policy

The Governors of PCT Education Services' schools are fully committed to promoting the safety and welfare of everyone in the school. Their highest priority lies in ensuring that all activities within the school environment are delivered in a safe manner that complies fully with not just the law, but also with best practice. Risks are inherent in everyday life. Therefore, we need to identify them and to adopt systems for mitigating or minimising them.

What is a Risk Assessment?

We use risk assessments as a systematic way to assess, manage and mitigate risk, and thereby promote children's welfare. A risk assessment takes into account:

- The hazard: something with the potential to cause harm.
- The risk: an evaluation of the probability (or likelihood) of the hazard causing harm.
- Risk rating: assessment of the outcome of the severity of an event.
- Control measures: physical measures and procedures put in place to mitigate risk.

The risk assessment process consists of the following steps:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did?
- What measures are we going to put in place to prevent, manage or mitigate the risk?
- How will we assess the effectiveness of our plans?

Risk assessments are reviewed and updated regularly; our policy is to review annually or earlier in the event of:

- Changes to the activity
- A near miss or accident
- Changes to legislation or best practice

The Executive Headteacher, Deputy Head Teacher and all staff are responsible for the implementation of this policy.

Staff receive regular training in writing and following risk assessments. This is updated as and when needed. All staff have a risk assessment online training course on induction, and this is updated annually. All staff are advised to speak to the Executive Headteacher or the Deputy Head Teacher if they require any further assistance or training in risk assessments.

All members of staff are responsible for taking reasonable care of their own safety, together with that of our students and visitors. They are responsible for the following policy and cooperating with the Executive Headteacher and other members of the SLT in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Executive Headteacher or Deputy Head Teacher.

All members of staff have to have a working knowledge of student's individual risk assessments and behaviour plans when writing or following an activity risk assessment.

What Areas Require Risk Assessment?

For all school trips off site please use this policy in-line with the Educational Visits and Risk Assessment Policy. The school also has an enhanced local risk assessment. This needs to be taken into consideration with all other risk assessments.

We have broken down the activities and areas of the school that require risk assessments into the following categories:

1. Safeguarding: please see Safeguarding and Child Protection and Behaviour Management Policies before undertaking risk assessments.
2. The school has an in-depth building risk assessment and fire risk assessment.
3. Supervision: all staff have to follow the supervision on individual risk assessments and activity risk assessments.
4. Visits: please see Visits Policy.
5. Risk assessments for trips and visits are reviewed and signed off by the Executive Headteacher or Deputy Head Teacher.
6. High-risk curriculum activities will be planned in advance and signed off by the Executive Headteacher or Deputy Head Teacher.
7. Breaktimes and lunchtimes will follow both individual and activity risk assessments, in-line with the activities taking place. It is the staff's responsibility to follow the risk assessment and provide structure. Breaktimes can often result in greater risk if activities become unstructured. Staff need to plan and supervise breaktimes, taking into consideration all risk assessments available.
8. Staff will produce a risk assessment for all activities prior to the activity, and the activity will only take place once this is signed off by the Executive Headteacher or Deputy Head Teacher. The school office holds a comprehensive folder of completed risk assessments, this is also available on the shared drive. It is the staff's responsibility to read and follow or amend the risk assessment before carrying out an activity.
9. High-risk extra-curricular activities: a separate risk assessment is required for any high-risk activity which is not already covered by the above. The activity leaders are responsible for preparing the risk assessment.
10. Classroom risk assessments: All rooms are risk assessed annually by the Deputy Head Teacher. We also use the PCT Education Services Classroom Risk Assessment template and ask teachers/TAs to risk assess their own classrooms periodically.

11. Premises: activities involving hazardous equipment, hazardous substances and those involving working at height, manual handling etc. are assessed annually by the health and safety officer.
12. Catering: the school chef undertakes all relevant risk assessment for the kitchen and staff, and students follow the whole school kitchen risk assessment.
13. Cleaning: outsourced - risk assessments focus primarily on COSHH related concerns.
14. Fire: please see Fire Safety Risk Assessment and Health and Safety Policy.
15. Lone working risk assessment is also available for the school office, and staff have received training.
16. Outside areas: this is included in the building risk assessment. but also see activity risk assessment relating to the back field at Novaturient School and football.

Other site-related risks (such as onsite vehicular movement, asbestos and legionella) are managed as set out in Management Folder and the Health & Safety Policy.

In addition, the school maintains a risk register. This is reviewed annually by the Quality Assurance Officer. This assesses risks not directly related to Health & Safety, including but not limited to financial, reputational, governance and security.