****St** Andrew’s School

A school with Quaker values

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**The St Andrew’s School Trust is a Registered Charity No. 1129232**

Risk Assessment

Policy

Last reviewed date: Summer Term 2023

Adopted by Trustees date: 17th July 2023

Next review date: Summer Term 2024

**Introduction**

St Andrew’s School is committed to promoting the safety and welfare of all members of the school community. This policy outlines the school’s approach to undertaking risk assessments for activities under our control. It also explains what is meant by risk and risk assessment, which areas of our work require a risk assessment and how risk assessments are conducted and reviewed.

**Objectives**

* To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the welfare of children and adults.
* To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be a significant risk, including school trips.
* To ensure that identified control measures are implemented to control risk as far as is reasonably practicable.
* To ensure that those affected by school activities have received suitable information and instruction on what to do.
* To ensure that risk assessments are recorded and reviewed when appropriate.

**Responsibilities**
The headteacher is responsible for ensuring that the risk assessment policy is implemented and reviewed.

The site manager is responsible for ensuring risk assessments are in place for the site and any works being undertaken on the site.

Other staff with specific responsibilities for trips, activities or equipment are required to carry out relevant risk assessments.

External experts are contracted to undertake specialist risk assessments as and when required. This covers areas such as asbestos, legionella, gas, electricity, and fire safety.

**Conducting a risk assessment**

Risk assessments are required to be undertaken in the following circumstances:

* Before any activity or task with significant potential risk is undertaken for the first time.
* Before new buildings are brought into use for the first time or following major refurbishment or changes to current buildings.
* For all external trips.
* Unregulated alternative providers, used for weekly activities.
* Work experience placements.

Risk assessments will consider:

* Hazard – something with the potential to cause harm – *‘What are the hazards?’*
* Risk – an evaluation of the likelihood of the hazard causing harm and assessment of the severity of the outcome of an event – *‘Who might be harmed and how?’*
* Control measures – physical measures and procedures put in place to mitigate the risk – ‘*What are you already doing/What further action is necessary?’*
* Responsibilities – ‘*Action by who/Action by when?’*

Completed risk assessments are either held by the site manager in relation to anything site related or filed in the school office in relation to trips.

The school adopts the CLEAPSS advisory service model risk assessments for lessons in science, design and technology.

**Training**

Staff will receive guidance on how to complete a risk assessment if it is relevant to their role. The site manager has received training in relation to completing risk assessments.

**Review of risk assessments**

All risk assessments will be regularly reviewed and, in any case, will always be reviewed:

* When there are changes to the activity
* After a significant near miss or accident
* When there are changes to the type of people involved in the activity
* When there are changes in good practice
* When there are legislative changes
* Annually if for no other reason