



## RISK ASSESSMENT POLICY

O you who believe, uphold justice and bear witness to Allah, even if it is against yourselves, your parents, or your close relatives. Whether the person is rich or poor, Allah can best take care of both. Refrain from following your own desire, so that you can act justly- if you distort or neglect justice, Allah is fully aware of what you do.

Quran 4:135

**Approved by: Governing Board**

**Last reviewed on: Autumn 2024**

**Next review due by: Autumn 2026**

### 1. Aims

The school aims to ensure that:

- o All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- o Risk assessments are conducted and reviewed on a regular basis

## 2. Legislation and statutory requirements

- o This policy is based on the following legislation and Department for Education (DfE) guidance: Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy
- o Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- o Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- o Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- o Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- o Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- o Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- o [The Work at Height Regulations 2005](#) say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- o [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- o [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

## 3 Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to
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	prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

## 4 Roles and responsibilities

### 4.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

### 4.2 The headteacher

The headteacher, or in the headteacher's absence the Assistant Headteachers, are responsible for ensuring that all risk assessments are completed and reviewed.

### 4.3 School staff and volunteers

School staff are responsible for:

- o Assisting with, and participating in, risk assessment processes, as required
- o Familiarising themselves with risk assessments
- o Implementing control measures identified in risk assessments
- o Alerting the headteacher to any risks they find that need assessing

4.3.1 All staff will be informed of the work-related hazards they may be exposed to and the control measures necessary to prevent harm occurring.

4.3.2 Suitable instruction and training will be given to ensure that staff are familiar with the use of appropriate controls and the need for implementation of those measures.

### 4.4 Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

## 4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

## 5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

**Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils, and visitors.

**Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs and disability (SEND) or short/long term medical needs or injuries. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

**Step 4: record significant findings** – the findings from steps 1 to 3 will be written up and recorded to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

**Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

**Step 6: retaining risk assessments** – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

## 6. Frequency

6.1 A risk assessment should be carried out at least once a year. Further individual risk assessments are needed for particular instances such as school trips (see separate school trips risk assessments).

6.2 A risk assessment must be repeated:

- a) If there is any significant change in the space or the activity

- b) After no more than 12 months
- c) After any potentially dangerous incident whether or not an injury has occurred.

## **7. What risk assessments do we hold?**

7.1 The following risk assessments will be carried out, provided to staff (as necessary) and reviewed on an annual basis;

- a) Building
- b) EYFS area
- c) Fire risk assessment
- d) Specialist equipment (Laminator)
- e) Medical conditions (as part of a medical plan, please refer to First Aid policy)
- f) Maternity
- g) Playground
- h) Regular visits to local off-site areas such as the Score Centre, Leyton Youth Ground and Sidmouth Park.
- i) School excursions (please refer to the School Excursion policy)
- j) First Aid requirements

In addition, from time to time there may be other risk assessments required due to the specific issues or instances that arise such as any Islamophobic attacks at the school or similar.

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

7.2 In addition to the risk assessment available general internal areas check list will be carried out on a regular basis for the school classrooms and any remedial action taken as necessary. This will be documented.

## **8. Links with other policies**

This risk assessment policy links to the following policies:

- o Health and safety
- o First aid
- o Child Protection and Safeguarding
- o Fire Plan

## Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Outdoor activities			
Indoor activities			
Substances hazardous to health			
Electronic appliances			
Fire			
First aid			
Manual handling			
Children being drawn into terrorism			

