



Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.”

Sir Bill Callaghan, former Chairman, HSC

This policy is written with reference to the **Health and Safety at Work etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1999**, which place a duty on employers to assess and manage risks to employees, pupils, visitors, and others who may be affected by school activities.

Emmanuel Christian School Leicester is fully committed to promoting the safety and welfare of all in our community so that effective education can take place.

Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our children need to be educated into how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people 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 or Safe Operating Systems 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).

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly.

Training in relation to risk assessments is delivered annually.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

A large range of activities will be carried out at Emmanuel Christian School, each of which will require a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips
- Site usage e.g. the playground area & communal areas

But risk assessments are also needed for many other areas, including:

- Educational

- Some Science activities
- PE and Sport Activities
- Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP
- For the Early Years Foundation Stage (EYFS), staff complete daily checks of classrooms, outdoor play areas, and equipment in line with statutory EYFS requirements. These are recorded and signed off by the EYFS Leader to ensure the environment remains safe and compliant at all times.

As part of our curriculum, pupils are encouraged to develop risk awareness and safe practices. This helps them to build the skills needed to assess and manage risks responsibly as they grow.

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

Child Protection and Pastoral Care

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school.

Medical and First Aid

Our First Aid in School and Supporting Children with Medical Conditions Policies outlines the procedures for managing children's medication and first aid procedures. The Headteacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsafe areas

We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the roof and the car park.

Doors and gates to areas pupils do not have access to are kept always locked when not in use. All flammables are kept securely locked. Pupils do not have access to maintenance and cleaning stores of the school.

CONDUCTING A RISK ASSESSMENT

Emmanuel Christian School's policy is not to carry out any high-risk activity. Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Procedure:

- State the parameters of the activity
 - Note the key safety measures in place for the activity
 - Note which HAZARDS have been identified
 - Evaluate whether this are LOW, MEDIUM or HIGH risk
 - If there are any HIGH-RISK areas, the activity must not take place
 - For other risks, identify the safe operating systems you will put in place
 - Send to your Risk Assessment Leader for review and authorisation:
- Lower School – Head of Lower School

- Middle School – Head of Middle School
- Upper School – Head of Upper School
- The activity may only take place once it has been authorised by the Headteacher

All completed risk assessments are logged and stored securely, either digitally or on paper, and are made accessible to relevant staff. Records are retained in line with the school's record-keeping policy and are reviewed regularly to ensure they remain current and effective.

Specialist Risk Assessments

The HEAD TEACHER arranges for specialists to carry out the following risk assessments:

- Fire safety
- Legionella

Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident.

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher and members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher.

The Governing Body retains ultimate responsibility for health and safety and risk management across the school. The Governing Body delegates the day-to-day management of risk assessment procedures to the Headteacher and Senior Leadership Team, who ensure compliance and effective implementation.

This policy was reviewed by the schools Governing Body on 03/09/2024 and will be reviewed every other year.