



St Martin's School

Risk Assessment Policy

“At St Martin's School we are a fellowship of scholars who achieve excellence. We seek a rich, broad and challenging Curriculum. This culture puts us in control of our journey. Our children not only excel academically but are given the tools to enable them to pass their exams and converse at interview with confidence. This learning nurtures and stimulates us whilst emphasising the importance of individuality, intellectual wonder and self-actualisation. We obtain mastery in all aspects of the Curriculum. The heart of our journey is Literacy which we recognise as the fundamental tool of human communication. We explore the human condition through Music, Media and Drama. We value the planet, nature and fellow human beings in all their expressions.”

Keeping children safe is fundamental to our mission as a school. It allows the children to develop freely as scholars and allows us to nurture and stimulate them through a safe and protective environment. We believe that this policy allows us to facilitate this. Whilst we understand that children at St Martin's School live in many different Boroughs, for clarity we focus on the London Borough of Barnet.

This Policy will be disseminated to all staff for their contribution, understanding and agreement to adhere to it. It is on our website, in every classroom and a copy is in our main office for anyone to read and discuss.

“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

St Martin’s School’s 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 pupils 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 during the summer term. In addition there is The School Business Manager and is responsible for keeping records of staff training.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out St Martin’s School, each of which requires 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

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 and Medicines outline the procedures for managing children's medication. The Head Teacher 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 electric cupboard, the roof and storage area.

Where there are not fire escapes, doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to catering, maintenance and cleaning stores of the school

CONDUCTING A RISK ASSESSMENT

Our policy at St Martin's School 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 identify

- 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 it to you Risk Assessment Leader for review and authorization by the Head Teacher.

Specialist Risk Assessments

The School Business Manager together with the Head Teacher arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant and equipment, together with its arrangements for catering and cleaning and for water sampling.

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 co-operating with the Head Teacher, the School Business Manager and other members of the SLT in order to enable the Directors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the School Business Manager.

Signed: Dr Jason Walak – Head Teacher

17th January, 2017

Review Date: Continuous, every 6 months.