



**Greek Primary School
of London
2021-2022**

Policies and Procedures

RISK ASSESSMENT POLICY



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Reviewed Annually

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All staff

School Website

Parents on request

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General Risk Assessments – The school risk assessments will be co-ordinated by the Headteacher following guidance from Ealing Council.

Risk assessments will be reviewed either on an annual basis or when the work activity changes, (depending on which happens first) and staff will be updated of any changes to risk assessments related to their work.

Introduction

Risk assessment is an important tool in protecting employees, pupils and visitors to the Greek School¹, by analysing hazards, identifying risks and implementing control measures. The law requires that everything ‘reasonably practicable’ is done to protect people from harm. In many instances, straightforward measures can be effective in controlling risks.

Aims and Objectives

To ensure staff understand the process of risk assessment and how it can be integrated into effective practices.

Risk Areas

There are numerous activities that are carried out at the Greek School, each of which requires a separate risk assessment. Most activities fall in to one of the following categories:

- Educational visits and trips
- Site and Premises
 - Maintenance
 - Security
 - Fire
 - Cleaning
 - Grounds

Arrangements for applying the policy

Staff will ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area of responsibility.

Actions must include the following:

- Establishing the activities/tasks/locations/work equipment to be assessed.
- Identifying competent people to carry out the assessments.
- Defining the system to manage completed assessments, any associated actions, communication and review.
- Establish communication and information sharing for the outcomes of the risk assessment with all staff and others who maybe affected by the risk.
- Involve staff in assessing the risk.

¹ The Greek School throughout this document refers to both Greek Preschool and Primary School.

Risk Assessment Policy

- Refer risks to the appropriate senior manager where there are areas for concern.

Employees are required to:

- Be aware of risk assessment and control measures for their area of work.
- Co-operate with the risk assessment process.
- Use and comply with control measures implemented to ensure the health and safety of themselves or others.
- Report any workplace hazards or concerns regarding health and safety of themselves or others to a senior member of staff.
- A classroom checklist is reviewed every month by the teacher.
- Pregnancy Risk Assessment Assessments on new and expectant mothers will be undertaken by the Headteacher following guidance from Ealing. It is the responsibility of staff to inform their manager as soon as they know they are (or are no longer) pregnant.

Procedure

Stages of Risk Assessment

a) Identify the hazards

Managers and staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area.
- Referring to available guidance and information about best practice.
- Looking at accident and ill-health records.
- Checking manufacturer's instructions or data sheets.
- Asking staff for their views.

b) Decide who might be harmed and how

For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:

- Staff or pupils with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers.
- Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time.
- Members of the public, service users, pupils.

c) Evaluate the risk and decide on precautions to control the risk.

Evaluating the risk

For each hazard identified the level of risk must be evaluated (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Risk Assessment Policy

Once the level of risk is established, managers must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

Controlling the risk

- When controlling risks the following principles should be applied, where possible in the following order:
 - ✓ Eliminate the hazard altogether.
 - ✓ Substitution by something less hazardous or risk.
 - ✓ Prevent access to the hazard e.g. by guarding.
 - ✓ Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic
 - ✓ Create safe methods of work and safe systems of work designed to reduce the risk
 - ✓ Issue personal protective equipment e.g. clothing, footwear etc.
 - ✓ Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
 - ✓ Provide suitable information, instruction and training
 - ✓ Ensure appropriate supervision.

Recording and Reviewing the Risks

Risk assessments should be recorded centrally either with the person responsible for Educational Trips and visits or with the Business Managers' Office, for site and premises related risk assessments.

Risk Assessments should be reviewed annually, following accidents or, as and when circumstances change.

Legislation

The Management of Health and Safety at Work Regulations 2006

Appendix 1:

Areas requiring risk assessment (non-exhaustive)

Educational

- Science experiments and other significant activities within Chemistry, Biology and Physics
- Design & Technology
- Food technology
- Sport and PE activity
- Art
- Adventure activities
- Music
- Drama & dance
- General classroom
- School visits and trips

Support

- Cleaning
- Caretaking and security
- General school maintenance
- Grounds maintenance
- Boarding accommodation
- Office safety
- Site visitors
- Fire & emergencies

Risk Assessment Policy

Appendix 2:

Student Welfare

Concerns about student welfare

Where a significant concern about a student's welfare is identified, the risks to that student's welfare will be assessed, appropriate action will be taken to reduce the risks identified, and this will be recorded, monitored and reviewed as necessary.

Information will be shared, as appropriate, with other staff, parents and external agencies in order to safeguard and promote the welfare of a particular student or of students generally.

Any serious welfare concerns regarding a student must be raised as soon as reasonably practicable with the Designated Safeguarding Lead and Deputy Head who will work with the relevant staff to resolve the matter.

A copy of any welfare risk assessment will be retained in the safeguarding records for the student concerned and a copy passed to the Deputy Head for monitoring purposes.

Safeguarding and Child Protection With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping children safe in education, Working together to safeguard children, and Part 3 of the ISSRs, the School has systems in place to identify students who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the Police, health services and other services, where necessary. Full details are set out in the Safeguarding and child protection policy and procedures.

Other policies for the welfare and wellbeing of students include:

Anti-bullying

The School has a written Anti-bullying policy which covers the School's approach to the management of bullying and cyber bullying.

Behaviour

The School has a written Behaviour policy which sets out how it promotes good behaviour amongst students and the sanctions to be adopted in the event of student misbehaviour.

Equality

The School has a written Equality policy which contains information about the School's performance of its duties under the Equality Act 2010 and the reasonable adjustments made for students with educational needs/disabilities, support systems for students and liaison between parents and other agencies.

Medical

The School has a series of written policies, including a First Aid policy, Health education policy and Medicines policy, which set out its approach to promoting the health of students at the school and meeting their medical needs.

Supervision

The School has a written Supervision policy and Educational Visits policy which contain details of how students are supervised while in the school's care, either on site or while on a school trip.

