



Hazelbeck School

Risk Assessment Policy

Last update October 2017

This policy will be reviewed annually or sooner if legislative changes or good practice guidance dictate.

OVERVIEW

At Hazelbeck every reasonable action will be taken to promote the safety and well-being of learners and staff. Our aim is always to keep all safe and to protect them from danger. Most activities could theoretically entail the possibility of harm but it would not be in the interests of the balanced development of learners to be over-protective and restrict their lives because of this. Staff must always be vigilant at all times and risk assessments will be carried out to identify activities and situations where there is a probability of danger in order that prompt and appropriate action can be taken to keep all safe.

OBJECTIVES

- To establish efficient and effective procedures for assessing risk and for keeping learners and staff safe from danger and free from harm.
- To identify and assess any probable sources of danger and to take reasonable action to overcome them promptly and effectively.
- To ensure that staff carry out risk assessments thoroughly and rigorously.
- To ensure that before any off-site activities take place a risk assessment is carried out.
- To ensure that parents are made fully aware of the nature of all activities planned for their children's participation during off-site visits.
- To ensure that appropriately trained members of staff are always present to lead and supervise on visits, excursions, school residential holidays, and all other activities.
- To ensure that off-site, only appropriately qualified teachers and leaders of learning (L3 or L4), instructors or coaches lead activities.
- To ensure that risk assessments are carried out in line with this policy.

STRATEGIES

- At all times teachers and other staff are expected to be vigilant and proactive in carrying out assessments of risk for every activity they plan and undertake.
- Risk assessments will be carried out by staff well in advance of every off-site activity and visit.
- Regular risk assessments will be carried out to check the school environment and equipment.
- Written records of risk assessments will be given to the Education Visit Co-ordinator to be approved before all visits and activities that take place off the school site.
- Risk assessment should be carried out by teachers or leaders of learning (L3 or L4) where specialist tools and equipment are used, e.g. for craft, food technology, design technology, science and physical education activities.
- Appropriate levels of supervision of learners and appropriate adult-to-pupil ratios must be maintained by teachers and staff at all times. Where activities carry higher levels of risk the adult-to-pupil ratio must be adjusted accordingly.
- In a sensible and balanced manner, learners should be made aware of the risks they might encounter and they should be taught how to identify risk so that they know how to keep themselves safe.

- Parents must be fully informed in advance about the nature of any off-site activities that their children are undertaking and must be asked to sign consent forms giving their permission for their children to participate.

OUTCOMES

All in this school will do everything that they reasonably can, both to assess risks and to keep learners and staff free from danger at all times when learners are in our care. Our intention is to encourage the healthy growth and development of learners by increasing their self-confidence and helping them to build an awareness of the risks they face as they engage with the world around them.

This policy should be read in conjunction with other school policies relating to the safety and well-being of pupils including:

Safeguarding Policy

Off-Site Visits Policy

Behaviour and Discipline Policy

Care and Control Policy

Administration of Medicines Policy

Child Protection

Health and Safety

Guidance on Touch

Intimate Care Policy

First Aid and Medical Policy

Special Educational Needs Policy