



RISK ASSESSMENT POLICY

2019 - 2020

Introduction

It is not only a legal requirement, but also this School's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular and ongoing basis and cover all identified risks to our students, our staff, our buildings, our grounds, in our daily routines and at all school events.

Key members

Senior Leadership Team

Mr Ciaran Cunningham-Watson- Principal
Mr Tony McSheffrey- Vice Principal/Head of Secondary
Mr Paul Davies- Director of Studies
Mrs Leanne Woodward- Head of Primary
Mrs Wejdan Farhan- Head of Arabic
Mrs Anam Zulfiqar- Assistant Principal Pastoral
Mr Ariel Delos Santos - Health and Safety Officer

September 2019

School Context

Conduct of Risk Assessments

Assessments are conducted by the Health and Safety Officer (HSO), or delegated to senior managers, teachers or other competent persons.

Euro Gulf Safety Consultant – 4 checks per year of school premises.

Nature of Risk Assessments

Assessments identify significant risks, such as defects and deficiencies, and prescribe remedial action, i.e. risk control measures.

Risk Assessments will follow the guideline administered in Environmental Health and Safety regulations of ADEK.

Copies of all completed risk assessments are kept in the Health & Safety folder held by the HSO and shared on the school's management information system (Engage).

Thorough risk assessment involves the following procedures:

- Identifying risks;
- Assess the risk using Risk Assessment templates;
- Eliminate or control the risk;
- Monitor and review controls.

Responsibilities

Children must be actively involved from a young age in assessing risks to their own safety; the use of PAT (Pause and Think) is encouraged.

As part of class induction, every year children are taken on a hazards walk around the school.

Reporting Procedures

The results of our periodic risk assessment surveys are reported termly to the Health & Safety Sub-Committee and then to Senior Leadership Team and Board of Governors.

Reporting Procedures for Newly Identified Hazards

All staff are aware of the need to report any new hazards as soon as they are identified and take appropriate emergency measures. All staff in turn are notified immediately any major new hazard is reported.

Display of Risk Assessments

Whenever a major new hazard is identified staff are notified immediately through online internal school communication.

The caretaker carries out a daily 'risk' assessment on the building and grounds and informs staff immediately of any hazards.

EYFS staff also carries out their own risk assessments on each occasion when they use the premises.

Assessments for specific places, such as the medical room, are displayed where they apply

Risk assessments for taking children off site

Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place the activity must be authorised and the form signed by the Educational Visits Coordinator who is a member of the SLT.

Copies of all completed risk assessments are kept in a file in the office.
(also refer to Educational Visits Policy).

Review Date:	July 2019
Next Review Date:	July 2020

Principal		Date:	
BBS Board of Governors		Date:	