



Taleem Risk Assessment Policy

Introduction

It is not only a legal requirement, but also Taleem Institute's 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 basis and cover all identified risks to our pupils, staff and building in our daily routine.

What is 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.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk control measures are the measures and procedures that are in place in order
- To minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, fire alarms, fire drills, gas and electrical shut down points).

Risk Assessment

There are two main types of risk assessment, generic and specific.

Generic risk assessments should be completed for hazards or activities that are common throughout the school (See Appendices for risk assessment templates).

Specific assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks. Risk assessments for individual pupils should be established, as appropriate, and shared with staff and parents as appropriate.



Essential Steps

The essential steps that are taken to comply with this policy are:

- Identify the hazards to health or safety arising from the activity, learning environment, or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

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

Who may be affected?

Consider pupils, students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents.

Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.



Risk Control

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:

- Avoid the hazard – can the hazard avoided or altered to reduce the likelihood of risk?
- Substitute or replace the hazard
- Procedural controls – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure that the staff are aware of each child's needs.
- Setting management – such as the monitoring of exits and entrances.
- Additional equipment/staff – can a lifting device or an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment – consider the value of using such things as gloves.
- Emergency procedures – have contingencies in the event of things going wrong.

The Headteacher monitors the control measures instigated to ensure that they are effective and implemented correctly.

Risk Assessments for taking children off site

Staff responsible for taking children off site must carry out a risk assessment using the standard proforma. Before it can take place, the activity must be authorised and the form signed by management.

Frequency of Risk Assessment

- A daily risk assessment of the classroom areas is carried out by teachers.
- A daily risk assessment of the building - including toilets and fire exits - is carried out by the admin staff.

- Every time a trip is planned, a risk assessment of the trip is conducted by the teacher.
- Every time an activity is planned with potential risks – such as cooking - a risk assessment is conducted by the teacher.



Specialist Risk Assessment

The Chair of Directors arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Electrical safety

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 (which is recorded). Specialist training is given to those whose work require 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 Head teacher 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 Head teacher.

Monitoring and review

Our governing body is responsible for monitoring the Risk assessment policy.

Appendix A

Outdoor Risk Assessment				
Establishment:		Establishment:		
Date reviewed by head:		Date reviewed by head:		
Place to be visited:		Place to be visited:		
Date of visit:		Date of visit:		
Number of pupils: will lead the trip:		Age:	Number/names of staff: Who	
Hazards List significant hazards which may result in serious harm or effect several people	Who	Risk rating LMH	Control measures List existing controls or note where the information may be found (e.g. Information, instruction, training, systems or procedures)	Any further actions List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.

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Review procedures: The head teacher/manager will monitor and amend this risk assessment before departure.

- To ensure general safety at all times, no child will be left unattended by an adult.
- In any case of emergency, the appropriate action will be taken immediately, and the group will contact the school as soon as practicable.
- In the case of an emergency outside school hours the head teacher/ manager will be contacted at home/mobile.
- School staff will show a certain level of flexibility and common sense in all contingencies.

Appendix B

Local Park Risk Assessment	
Park Name:	Date Assessment completed:
Year group: No. of children:	Date of first visit:
Time of visit: Lunch time	Date Reviewed by Management:
No. of adults	Completed by:

Hazards List significant hazards which may result in serious harm or effect several people	Who	Risk rating LMH	Control measures List existing controls or note where the information may be found (e.g. Information, instruction, training, systems or procedures)	Any further actions List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.
Crossing roads	Pupils	L	One adult to lollipop in the middle of the road to allow safe crossing. High visibility jackets worn by all adults.	
Injury whilst walking	Pupils	L	Avoid narrow pavement, supervision on pavement and while crossing. Children briefed about hazards and behaviour outside. Regular reminder given.	
Lost pupil or separated from group	Pupils	L	1:12 adult to child ratio, head count before leaving and returning from park.	
Slipping on wet surface	Pupils	M	Avoid playing on wet apparatus, brief children about not running on wet floor and safe play practice. Indoor play when raining heavily.	
Injury whilst using park apparatus	Pupils	M	Not to use wet apparatus, regular reminder about safe play	

Date of visit	Any action required	Date of visit	Any action required