

Roxeth Mead School

Policy & Procedure

For Early Years Foundation Stage and Key Stage One

Policy Reference:	Risk Assessment
Version:	July 2017
Date Adopted by Governors:	
Responsible Governor:	
Next Governor Review due:	
Frequency of Governor Review:	

July 2017

Roxeth Mead School

Risk Assessment Policy

For Key Stage One and Early Years Foundation Stage

The directors of Roxeth Mead School are committed to promoting the safety and welfare of all members of the school community. The directors' priority lies in ensuring that all operations within the school environment are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify possible areas of hazard and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

The directors will ensure that risk assessments are in place for all areas of school activity and are used to identify the following potential hazards:

- Danger to people
- Danger to property
- Strategic
- Financial
- Compliance
- Environmental

Risk assessments are to be reviewed and updated annually by the directors and head teacher.

Roles and responsibilities of head teacher, staff and directors

The **head teacher** will ensure that:

- She is up-to-date with compliance requirements
- Staff are supported in recognising hazards and potential risk when fulfilling duties
- All staff are given an induction into the school's health and safety arrangements
- Staff receive training in Safeguarding

- She is conversant with the Local Safeguarding measures and receives regular training
- Staff members are trained in first Aid as required by legislation
- Records of training are maintained
- Staff/Pupil ratios are maintained at the correct levels
- That there is a greater depth of supervision arrangements for children in the Early Years Foundation Stage
- Staff comply with the school's policies and procedures
- Safe recruitment policy and procedures are in operation
- Any health and safety concern is immediately reported to the director who holds responsibility for this area
- Accident record books are maintained accurately
- Register of Administering medicines and schedule of health forms are accurate and maintained
- Staff members are appropriately insured and are aware that they are insured to support the pupils
- Staff are supervising pupils appropriately
- Staff members are made aware that they should be alert to hazards in their teaching activities and the class room environment.
- Fire drills take place on a regular basis

Members of Staff will ensure that:

- They take reasonable care of their own safety, together with that of pupils and visitors
- Pupils in their care are supervised appropriately
- They co-operate with the Head Teacher in order to enable the directors to comply with their health and safety duties
- They report risks or defects in their working environment to the Head Teacher.
- They are conversant with the school's policies and procedures
- They are open in their actions and maintain vigilance in safeguarding children

The Directors will ensure that

- The school and grounds are a safe environment for pupils, staff and visitors

- Staff members are adequately insured to carry out their duties
- There are adequate resources allocated for staff training
- They maintain a register of risk for the purpose of planning for the future and assessing major risks to which Roxeth Mead School is exposed.
- They are satisfied that systems are in place to mitigate exposure to major risks.
- Safer recruitment of staff is in operation
- There is a formal review of compliance.
- There are adequate health and safety systems in place
- They receive the obligatory training for safeguarding
- That the school is an environment that promotes British values

This document is to be read in conjunction with the following policies and procedures:

- Safeguarding
- Internet Safety
- Safer Recruitment
- Health and Safety
- First Aid
- Fire Procedures
- Behaviour
- Educational Visits
- Administering Medicines
- Control and Physical Intervention
- EYFS
- Lost Child
- Intimate Care.

Policy updated	July 2017
Policy Approved by	Alison Isaacs, Head Teacher Averil Collins, Chairman of the Board of Directors
Date of next review	July 2018

