Risk Assessment Policy

Florence Bilingual School

SPAIN & ITALY

Registered in England & Wales - Cognita Schools Limited No. 02313425
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1. Purpose

1.1. This policy defines and outlines the process for conducting risk assessments at our school in order to identify and assess potential hazards, and to develop and implement control measures to manage and minimize risks to our pupils, staff, and visitors.

1.2. The risk assessments cover our pupils, our buildings, our grounds, our staff, visitors, contractors and parents, as well as our daily routines including school events and educational visits..

2. Risk Assessment Areas

2.1. The key risk assessment areas are:

- Business continuity
- DSE
- Early Years, including intimate care and toileting
- Educational visits
- Facilities including equipment and premises management
- Fire
- First Aid
- Lessons and educational activities (specialist teaching areas)
- Management of hazardous substances
- Pupil welfare (medical needs, supervision,)
- Recruitment procedures
- Safeguarding
- Security

3. Risk Assessment Process

3.1. To protect the safety of our staff, pupils and visitors from harm, we:

- Identify what could cause abuse, injury or illness in the school (hazards)
- Decide how likely it is that someone could be harmed, how they could be and how seriously (the risk)
- Take action to eliminate the hazard or if this isn't possible, control the risk.

3.2. Risk management is a step-by step process for controlling health and safety risk caused by hazards in the workplace. We adopt 5 steps to manage risk:

- Identify Hazards: Hazards can be identified through regular inspections of the school grounds, facilities, and equipment, as well as through reports from staff, students, and visitors.
- Assess Risks: Risks associated with identified hazards are assessed by evaluating the likelihood and potential consequences of an incident occurring.
- Control the Risks: Control measures are developed to manage and minimize identified risks. The most effective control measures are those that eliminate the hazard, but when this is not possible, alternative control measures are developed including redesigning the activity, replacing the process, organising work to reduce exposure, safe systems of work and providing PPE equipment.
- Record our findings: All findings are recorded including hazards, who might be harmed and how, alongside what we do to control the risk.
- Review the controls: Risk assessments are reviewed and updated to ensure control measures are working and remain effective.

3.3. Standard risk assessment templates can found on the Teams - European Comms Centre/Policies folder.

3.4. The Safeguarding Risk Assessment which should be used for supporting specific children can be found in the Safeguarding Toolkit.

3.5. Medical Risk Assessment templates, including for use during Educational Visits, are available from the School's H&S and/or First Aid Coordinators.

4. Responsibilities

4.1. The Head is responsible for adequate control of risks arising out of the schools activities, and clear procedures are created for risk assessment, the development of safe working practices and reporting of accident, incidents and near misses. This is done by ensuring:

- All staff are aware of, and adhere to, the school's policies and procedures on pupil health, safety and welfare, and safeguarding
- Key staff have clearly established roles and responsibilities;
- Staff are appropriately trained to effectively carry out risk assessments;
- Where concerns about a pupil's welfare, safety, and safeguarding are identified, the risks are appropriately managed;
- Staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare, health and safety; and safeguarding needs,
- Standards of pupil welfare, health and safety, and safeguarding are regularly monitored to identify trends and issues of concern and to improve systems to manage these.

5. Training and Communication

5.1. Staff required to complete risk assessments will be given appropriate training and guidance.

5.2. This policy will be communicated to staff through regular training and communication channels.

6. Storage of Risk Assessment

6.1. Risk assessments are stored on the school's internal platforms and the exact location is communicated to staff.

6.2. Completed risk assessments for educational visits are shared on the Evolve platform.

6.3. Safeguarding risk assessments will be saved within the child's individual safeguarding record.

7. Review

7.1. Reviews of risk assessments will be undertaken periodically. The frequency of review may be annual or biennial (every 2 years).

7.2. Notwithstanding the above, risk assessments will be reviewed whenever.

- they are no longer effective
- following changes in workplace, workplace layout and/or equipment
- following changes to type of people involved in activity
- as a result of any accidents/near misses
- following issues raised by staff
- in line with any legislative changes
- following updates or changes in good practice

7.3. Safeguarding risk assessments must be reviewed and updated regularly according to the child's ongoing needs/risks and additionally reviewed when considering their attendance on a trip/educational visit.

7.4. Medical risk assessments will be reviewed annually or whenever there is any change in the student's needs

7.5. In date copies of risk assessments for facilities such as classrooms will be displayed in the appropriate room.

Version control:

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