

# Abbey School

## Risk Assessment Policy

Date Policy reviewed	September 2024
Date of next reviewal	September 2025
Reviewed by	SJG and FG

### OVERVIEW

In this school every reasonable action will be taken to promote the safety and well-being of pupils 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 in the interests of the balanced development of pupils 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.

This policy takes account the most recent versions of Working Together to Safeguard Children and Keeping Children Safe in Education, which underpin all school child protection procedures.

This policy is an essential element in a series of school policies which aim to ensure the protection and safety of all children at Abbey School. Please refer to other policies in the school which link with this policy, such as:

- School Behaviour Policy
- Anti-Bullying Policy
- Managing allegations policy
- Child Protection Policy
- Safer Recruitment Policy
- Attendance policy
- E-safety policy
- Lost Child policy

### OBJECTIVES

1. To establish efficient and effective procedures for assessing risk and for keeping pupils and staff safe from danger and free from harm.
2. To identify and assess any probable sources danger and to take reasonable action to overcome them promptly and effectively.
3. To ensure that staff are trained and carry out risk assessments thoroughly and rigorously.
4. To ensure that before visits, school holidays, fieldwork, excursions, and any other off-site activities, that a risk assessment is carried out.
5. To ensure that parents are made fully aware of the nature of all activities planned for their children's participation during off-site visits.
6. 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.

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7. To ensure that off-site, only appropriately qualified teachers, instructors and coaches lead activities.
8. To ensure that risk assessments are carried out in line with this policy.

### **STRATEGIES**

1. At all times teachers and other staff are expected to be vigilant and pro-active in carrying out assessments of risk for every activity they plan and undertake.
2. Risk assessments will be carried out by staff well in advance of every off-site activity and visit.
3. Regular risk assessments will be carried out to check the school environment and equipment.
4. Written records of risk assessments will be given to the headteacher to be approved before all visits and activities that take place off the school site.
5. Only those with appropriate qualifications will lead specialist activities.
6. Risk assessment should be carried out by teachers where specialist tools and equipment are used, especially for craft design technology, science, physical education activities, games and sport and activities.
7. Appropriate levels of supervision of pupils and appropriate adult-to-child ratios must be maintained by teachers and staff at all times. Where activities carry higher levels of risk the adult-to-child ratio must be adjusted accordingly.
8. In a sensible and balanced manner, pupils 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.
9. Teachers will at all times, act in 'loco parentis'- as a good and caring parent would- and ensure that common sense and sound professional judgement are applied in assessing risk in all situations.
10. Parents must be fully informed in advance, in writing, 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**

Everyone in Abbey School will do everything that we reasonably can, first to assess risk, and then to keep pupils and staff free from danger at all times when pupils are in our care. Our intention is to encourage the healthy growth and development of pupils by increasing their self confidence and helping them build an awareness of the risks they face as they engage with the world around them. END