

The Iona School & Nursery

Risk assessment policy revised August 2015

Rationale

We believe that it is essential that risks to the health and safety of our pupils, staff, buildings, school grounds, visitors and school events must be controlled through regular risk assessments.

All risk assessments for teachers, such as visits, trips, classroom and land are available either on the teachers p.c or by request from the school office.

Conduct of Risk Assessments

Risk Assessments should be carried out by either:

- The School manager
- members of the senior management team
- teaching staff
- other experienced persons such as qualified nursery staff, trustees or visiting staff undertaking activities at the school

Features of Risk Assessments

Risk Assessments should identify the following:

- hazards
- the persons who might be affected
- the level of risk
- what effective control measures could be put into place

When should they be done

Risk assessments should be done;

- When encountering a new situation
- On all school trips and off site visits
- When going into an area that can have a change since the last time, such as the land, you may find brambles have grown, contamination from wild animals since the last time you visited
- On the EYFS areas, such as classrooms, playgrounds etc with the everyday checklist
- Daily fire risk assessments
- Weekly health and safety assessments
- Nursery areas, a daily risk checklist to be completed
- classrooms, a daily risk checklist to be completed
- In a situation where you are unsure of the environment
- before using new tools/equipment

Who is responsible for each assesment

Kindergarten

Every day a senior staff member must check the inside area and outside area before the children come into that area. This must be recorded

Nursery

Every day a senior staff member must check the inside area and outside area before the children come into that area. This must be recorded.

Classrooms (inc. craft areas)

Everyday the teacher responsible for that room must check their area and any areas that they will be taking their children and record this.

Fire Risk

School/kindergarten- The designated person must check the risks daily and record

Nursery- The designated person must check the risks daily and record

A full recorded risk assessment of fire safety is to be done every quarter monthly by a fire marshall.

Class Trips

The person responsible for that trip must check and record the risks prior to going. If it is a residential visit, this must still be done. Remember to carry out a risk for each stage of the trip e.g a visit by foot to a farm would need a risk assessment for the walk and a risk assessment for the farm.

Newly Identified Hazards

Once a new hazard has been identified then the following procedure takes place:

- A thorough risk assessment is undertaken
- School manager/acting school manager are notified of this and implements the safety measures needed
- If the risk can be removed at the time (i.e cutting back branches) then do so and record this on the risk assesment

Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular discussion in teachers meetings.

Issue date

This policy takes effect from March 2010

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor

Position: Iona School Trustee

Signed:



Date: 07/08/2018

Related policies

- Health and safety
- Fire safety
- First Aid (specifically emergency procedures)
- Health and safety of pupils on offsite trips & excursions

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