

Islamiyah Girls High School



Risk Assessment Policy

Document Control:

This document has been approved for operation for:	Islamiyah Girls High school
Date of last review	September 2023
Date of next review	September 2024
Review Period	1 year
Owner	Islamiyah Girls High School
Approved by:	Governing Body

1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health & safety risks that display screen equipment pose to staff
- Reg 9 of The Regulatory Reform Fire Safety Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism
- A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people e.g chemicals or heights
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

The governing board

The governing board has ultimate responsibility for health and safety matters in the school and the designated assigned responsibility is the Governing Body Estates and Infrastructure Lead.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The Head Teacher

The Headteacher, or in the headteacher's absence the DSL, is responsible for ensuring that all risk assessments are completed and reviewed.

School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed. Consideration is also given to the mental health and emotional wellbeing of all pupils when assessing risk.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by an external professional.

This policy will be reviewed by the headteacher and the external professional and approved by the governing board.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

8. Statutory or Mandatory Risk Assessment

- Asbestos
- Substances hazardous to health
- Display screen equipment
- Fire
- First aid
- Manual handling
- Working at height Children being drawn into terrorism

Refer to the School's Risk Assessment folder.

9. Risk assessment form appendix?

PERSON COMPLETING THE RISK ASSESSMENT:

DATE:

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT CONTROL MEASURES ARE IN PLACE? ARE THEY SUFFICIENT?	WHAT ADDITIONAL CONTROL MEASURES ARE NEEDED?	ACTION BY WHO?	ACTION BY WHEN?	✓
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Refer to the Schools' Risk Assessment folder to view Risk Assessments and Health and Safety records.

Refer to the following appendices of various risk assessment templates used at Islamiyah School.

1. Appendix 1 - Student well-being risk assessment
2. Appendix 2 - Staff well-being risk assessment
3. Appendix 3 - School trip risk assessment

Approved by:

Mrs. Yaasmin Mubarak
Headteacher

Mubarak Patel
Chair of Governing Body

Date:

September, 2023

September, 2023

Appendix 1



PUPIL RISK ASSESSMENT FORM

<u>NAME</u>	<u>CLASS</u>	<u>DATE OF ASSESSMENT</u>
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<u>HAZARDS</u>	<u>PERSON/S AFFECTED</u>	<u>SEVERITY (LOW, MEDIUM OR HIGH)</u>	<u>LIKELIHOOD (LOW, MEDIUM OR HIGH)</u>	<u>RISK RATING (LOW, MEDIUM OR HIGH)</u>	<u>CONTROLS TAKEN</u>	<u>ACTION TAKEN BY</u>

Appendix 2

STAFF RISK ASSESSMENT FORM

Staff Name:	DoB:	Assessor:	Reference:
Activity:		Site:	
People at Risk:		Additional Information:	

Risk Evaluation

Hazard	Risk	Rating	Existing Control Measures	Additional Action Required (action by whom, by when)

Signature: _____ Name: _____

Job title: _____

Date: _____ Review Date: _____

Appendix 3 School Trip risk assessment



Islamiyah Girls' High School

Willow Street

Blackburn

BB1 5NQ

Application for the approval of educational visit by head teacher, governing body or LEA.

First check whether your LEA has its own standard form.

Not all sections will be relevant to every proposed visit.

School/group: _____

Group Leader: _____

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the head teacher on the progress of the preparations. The group leader should obtain parental consent prior to the trip.

When approval is given, one copy should be retained by the head teacher and another by the group leader. The head teacher should be informed of any subsequent changes in planning, organisation or staffing. If required, the head teacher should seek approval from the school governors of the LEA.

1. Purpose of the visit and specific educational objectives:

2. Place to be visited

3. Date and times:

Date of departure: _____ Date of return: _____

Time: _____ Time: _____

4. Transport arrangements: Include the name of the transport company and vehicle registration number(s).

5. Organising company//agency (if any): include license references number . If the body is registered with the Adventure Activities Licensing Authority:

Name: _____

Address: _____

Tel: ----- _____ Licence number:

(if registered)

6. Proposed cost and financial arrangements:

7. Insurance arrangements for all members of the proposed party, including voluntary helpers. Include the name of the insurance company.

Insurance cover: _____ Policy No.: _____

Address: _____

8. Accommodation to be used:

Name: _____ Address: _____

Tel: _____

Name of the head of centre (if available): _____

9. Details of the programme of activities: _____

10. Details of any hazardous activity and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

12. Names, relevant experience, qualifications and specific responsibilities of staff and other adults accompanying the party:

13. Names, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency.

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

15. Size and composition of the group:

Age range: _____

Number of girls: _____ Adult to pupil ratio: _____

Leader/participant ratio: _____

16. Information on parental consent/Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval)

Please attach a copy of the information sheet sent to parents, the parental form and the risk assessment form.

17. Names of pupils with special educational and/or medical needs:

Signed: _____ Date: _____

Group leader (full name):

Confirmation from Headteacher for visit to go ahead.

To be completed by the headteacher.

To the group leader:

1. I have studied this application and am satisfied with all aspects including the planning, organisation and the staffing of the visit. Approval is given.
 - a) Ensure that I have all relevant information including the final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
 - b) Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

A copy of the completed application form and details of any subsequent changes should be retained by the headteacher. A copy should also be available for the responsible authority (LEA and/or governing body)

The form may be modified where approval is sought from the governing body or the LEA.