

RISK ASSESSMENT POLICY FOR COMMUNITY ED C.I.C & COMMUNITY ED ACADEMY



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The Governors of Community Ed C.I.C. are fully committed to promoting the safety and welfare of everyone across the provision. Their highest priority is ensuring that all activities within the environment are delivered in a safe manner that complies fully with not only the law but also with best practices. Risks are inherent in everyday life. Therefore, we need to identify them and adopt systems for mitigating or minimising them.

What is a Risk Assessment?

We use risk assessments as a systematic method to evaluate, manage, and reduce risk, thereby promoting children's welfare. A risk assessment considers:

- The hazard: something with the potential to cause harm.
- The risk: an evaluation of the probability (or likelihood) of the hazard causing harm.
- Risk rating: assessment of the outcome of the severity of an event.
- Control measures: physical measures and procedures put in place to mitigate risk.

The risk assessment process consists of the following steps:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did?
- What measures will we implement to prevent, manage or mitigate the risk?
- How will we assess the effectiveness of our plans?

Risk assessments are reviewed and updated regularly; our policy is to review annually or earlier in the event of:

- Changes to the activity
- A near miss or accident
- Changes to legislation or best practice

The Headteacher/Operational Director, Teacher/Tutor and all staff are responsible for implementing this policy.

Staff receive regular training in writing and following risk assessments, which is updated as needed. They also have an online risk assessment training course on induction, which is updated annually. If they require any further assistance or training in risk assessments, they are advised to speak to the Headteacher or operational director.

All staff members are responsible for taking reasonable care of their own safety and that of our students and visitors. They are responsible for following policy and cooperating with the Headteacher or Operational Director to enable the Governors to comply with their health and safety duties. All staff members are responsible for

reporting any risks or defects to the Operational Director or Health & Safety Coordinator.

All staff members must have a working knowledge of students' individual risk assessments and behaviour plans when writing or following an activity risk assessment.

What Areas Require Risk Assessment?

All activities must have a completed risk assessment signed off by the headteacher/ Operational Director before they can occur.

All areas and equipment require a signed-off risk assessment before being used.

For all trips off-site, please use this policy in line with the Educational Visits and Risk Assessment Policy. Community Ed C.I.C also has an enhanced local risk assessment. This needs to be taken into consideration with all other risk assessments.

We have broken down the activities and areas of the provision that require risk assessments into the following categories:

1. Safeguarding: please see Safeguarding and Child Protection and Behaviour Management Policies before undertaking risk assessments.
2. The provision has an in-depth building risk assessment and fire risk assessment.
3. Supervision: all staff have to follow the supervision on individual risk assessments and activity risk assessments.
4. Visits: please see Visitors Policy.
5. Risk assessments for trips and visits are reviewed and signed off by the Headteacher or Operational Director.
6. High-risk curriculum activities will be planned in advance and signed off by the Headteacher or Operational Director.
7. Breaktimes and lunchtimes will follow individual and activity risk assessments in line with the activities. The staff are responsible for following the risk assessment and providing structure. Breaktimes can often result in greater risk if activities become unstructured. Staff need to plan and supervise break times, considering all risk assessments available.
8. Staff will produce a risk assessment for all activities before the activity, and the activity will only take place once this is signed off by the Headteacher or Operational Director. The school office holds a comprehensive folder of completed risk assessments. The staff must read, follow, and amend the risk assessment before carrying out an activity.
9. High-risk extra-curricular activities: A separate risk assessment is required for any high-risk activity not already covered by the above. The activity leaders are responsible for preparing the risk assessment.
10. Classroom risk assessments: All rooms are risk-assessed annually by the lead teacher/tutor.

11. Premises: activities involving hazardous equipment, hazardous substances and those involving working at height, manual handling, etc, are assessed annually by the health and safety coordinator.
12. Catering: the chef/tutor undertakes all relevant risk assessments for the kitchen and staff, and students follow the kitchen risk assessment on display in the Kitchen.
- 13.
14. Cleaning: - risk assessments focus primarily on COSHH-related concerns.
15. Fire: please see Fire Safety Risk Assessment and Health and Safety Policy.
16. Lone working risk assessment is available for the office; this is also given to all staff members at induction, and training is updated annually
17. Outside areas: this is included in the building risk assessment.