



## **Independent Educational Services Ltd.**

### **Risk Assessment Policy**

#### **AIMS OF THE POLICY**

The aim of this policy is to:

- protect both the School and individuals (including pupils and employees) from unnecessary risks by ensuring risks are properly identified and managed
- ensure consistency of approach

#### **OTHER RELEVANT POLICIES**

In reading this policy you should also consider and consult the following:

- Health and Safety Policy
- Health and Safety at Work Act
- Visitors Health and Safety Policy
- First Aid Policy
- Offsite Policy
- Student's Individual Risk Assessment/Positive Handling Plan/Education Health and Care Plan
- Staff Handbook

#### **CONDUCTING A RISK ASSESSMENT - RESPONSIBILITIES**

Overall responsibility for risk management within the school is with the Director, Shaun Major.

Individual risk assessment responsibilities (for pupil's risk assessments) are delegated to keyworkers, and these must be completed and in the pupils' file within 6 weeks of enrolment at IES.

Risk assessments are practical tools designed to assist teachers and support staff who are in charge of an outing, activity or event inside or outside of the school.

Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Directors, the Head and members of MLT in order to enable IES to comply with their legal health and safety responsibilities.

Staff members are responsible for obtaining specific risk assessments or activities (e.g. swimming) before the activity occurs. These are to be kept in a folder in the main office.

All members of staff are responsible for reporting any risks or defects to Shaun Major in the first instance.

When conducting a risk assessment in any area consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk. Even after all precautions have been taken some risk usually remains. A



decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks LOW. Independent Educational Services will cease any activity or event where the risk is deemed to be HIGH.

## **HOW TO CARRY OUT A RISK ASSESSMENT**

The person carrying out the risk assessment should be familiar with the HSE Guidance Note which can be accessed at <http://www.hse.gov.uk/pubns/indg163.pdf>. Guidance can also be obtained from the Director, Shaun Major.

## **REVIEW OF RISK ASSESSMENTS**

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident/incident. The School's Health and Safety Policy describes the arrangements for regular health and safety audits of the of the school, its plant, machinery and equipment.

Staff taking students on Educational Visits/other offsite activities are responsible for obtaining up to date risk assessments.

## **DEFINITIONS**

A *hazard* is anything that may cause harm, such as chemicals, electricity, working from ladders, open drawer etc.

The *risk* is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.