



RISK ASSESSMENT POLICY



OUR VISION

“Educate Enlighten Empower”

OUR MISSION

“To Mould Thinkers, Planners, Readers, Learners and Achievers”



RISK ASSESSMENT POLICY

PURPOSE

To provide a safe, inclusive, and supportive environment by systematically identifying, assessing, and controlling risks. This policy ensures that all safety protocols are rigorous, compliant with regulatory standards, and tailored to meet the diverse needs of all students, staff, and visitors.

SCOPE

This policy applies to all school operations, including on-site activities, off-site excursions, and virtual or remote learning environments.

OBJECTIVES

To minimize risks to students, staff, and visitors through comprehensive risk assessments and controls.

To integrate health and safety into all aspects of school life, demonstrating leadership in proactive risk management.

To achieve continuous improvement in safety standards through regular monitoring, evaluation, and stakeholder feedback.

Policy Statements

- 1. Commitment to Excellence in Safety:** The school is committed to creating a high-standard safety culture through regular risk assessments, adherence to best practices, and a focus on continuous improvement.
- 2. Risk Assessment Integration:** Risk assessment is integrated into all planning processes, from daily classroom activities to large school events, ensuring consistent application and accountability.
- 3. Responsiveness to Diverse Needs:** Special attention is given to students with additional needs, ensuring risk assessments are individualized for vulnerable groups, such as those with disabilities, medical conditions, or special educational needs.
- 4. Staff Empowerment and Training:** All staff members receive in-depth, ongoing training to identify risks, conduct assessments, and follow safety procedures with confidence.



5. Regular Review and Dynamic Updates: The risk assessment policy and its implementation are reviewed quarterly, with dynamic updates following any incident, change in procedures, or updates in legal requirements.

6. Stakeholder Engagement and Transparency: The school actively engages with stakeholders—including parents, students, and inspectors—on risk assessment practices, ensuring transparency and open communication about safety measures.

PROCEDURE FOR CONDUCTING RISK ASSESSMENT

1. Identify Hazards:

Conduct thorough inspections of all school facilities, focusing on physical, environmental, and procedural hazards.

Pay special attention to areas with higher risk potential, including science labs, playgrounds, sports facilities, and special educational needs (SEND) areas.

2. Evaluate Who Might Be Harmed and How:

Identify individuals or groups at risk, considering specific needs such as age, disabilities, and health conditions.

Assess risks associated with staff, students, contractors, visitors, and volunteers.

3. Risk Evaluation and Control Measures:

Categorize risks by severity (low, medium, high) and implement targeted controls to eliminate or reduce risks.

Ensure control measures are preventive, protective, and regularly updated.

4. Document and Communicate Findings:

Document risk assessments in a structured format and communicate findings to relevant parties.

Make risk assessment information accessible to staff, and ensure critical updates are clearly communicated.

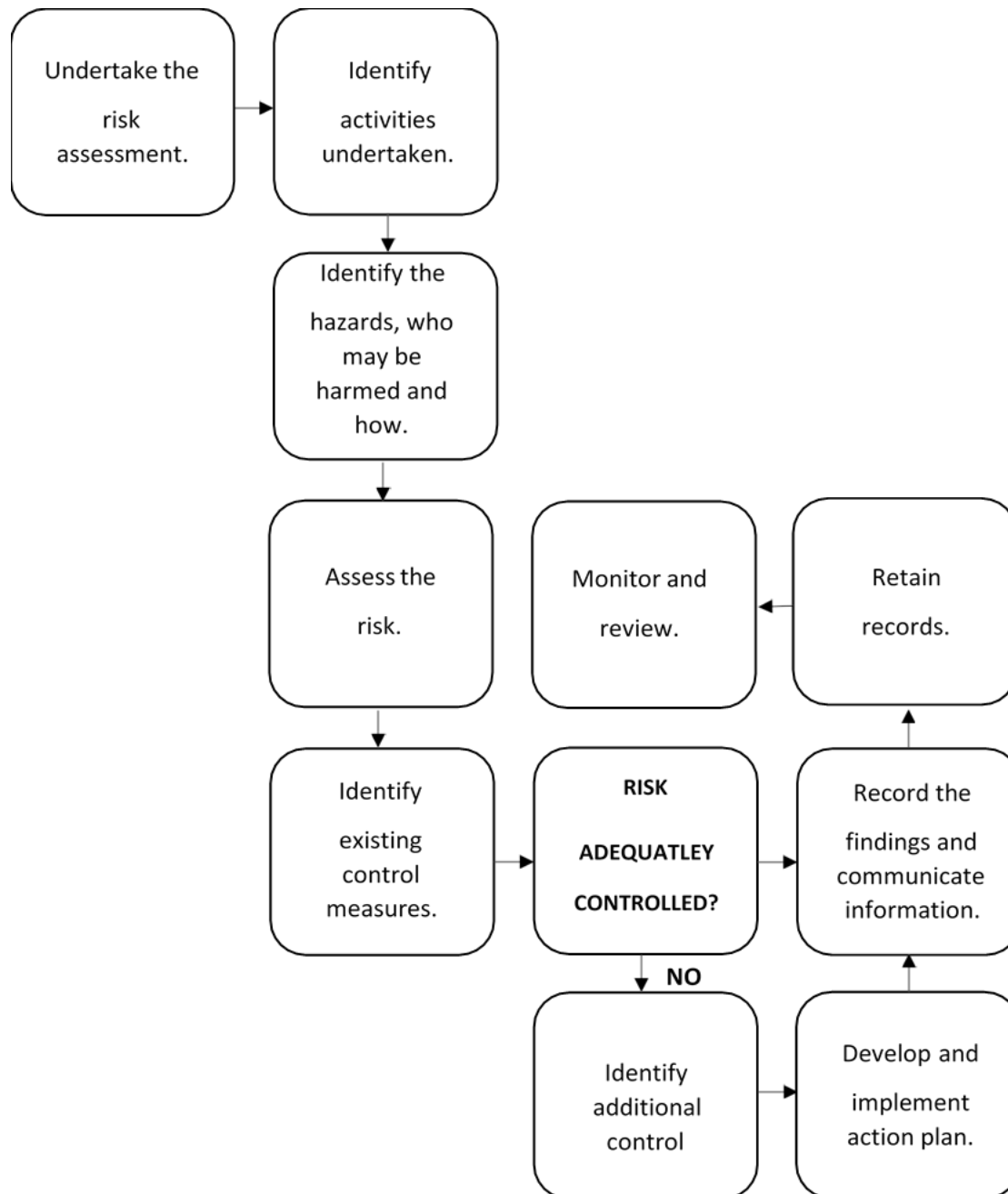
5. Ongoing Review and Improvement:

Conduct quarterly reviews of risk assessments to ensure controls are effective.

Update assessments immediately if there are changes in procedures, incidents, or new risks are identified.



RISK ASSESSMENT PROCESS MAP





ROLES AND RESPONSIBILITIES

School Leadership:

Ensure that resources are available for training, equipment, and regular reviews.

Lead by example in adhering to and promoting high standards of safety.

Health and Safety Officer:

Oversee risk assessment processes, conduct audits, and report safety concerns to the school management.

Ensure that control measures are in place and up-to-date.

Teachers and Staff:

Conduct classroom-based risk assessments as needed, report hazards promptly, and maintain awareness of individual student needs.

Ensure emergency response knowledge is up to date.

Students and Visitors:

Follow safety guidelines, report hazards when observed, and engage in safety drills as part of a safe school community.

Emergency and Incident Response Procedures

1. Immediate Response:

Provide necessary first aid or emergency response.
Isolate the area if needed to prevent further harm.

2. Incident Reporting and Documentation:

Report all incidents to the Health and Safety Officer.
Document incidents in detail, with follow-up risk assessments to prevent recurrence.



3. Post-Incident Review:

Conduct a detailed review of the incident, revisiting risk assessments for adjustments.

Communicate findings with staff and stakeholders to support transparency and accountability.

POLICY REVIEW AND AUDIT

Annual Full Audit: The policy undergoes a comprehensive review annually, led by the Health and Safety Officer and involving stakeholder representatives.

Quarterly Internal Reviews: Regular reviews are conducted quarterly, with results reported to school leadership and actions tracked.

Continuous Improvement: Feedback from staff, students, and parents is solicited and incorporated into the risk assessment process to refine safety measures.

This proactive and transparent Risk Assessment Policy demonstrates the school's commitment to high standards, aligning with inspection criteria for safety and ensuring ongoing compliance with best practices in education safety management.