

Risk Assessment Policy

Introduction

Heritage School is committed to effective assessment and management of risks so that pupils are kept safe. We seek to create a culture of continuous risk assessment and management and recognise that this requires a proactive and constant awareness by staff. Managing risk and keeping children safe is not a 'tick box' exercise.

We are committed to providing effective information, instruction and training to staff so that they can operate in accordance with this policy.

Heritage is also committed to providing a stimulating curriculum and a wide range of enriching activities for our pupils. We accept that a degree of risk is intrinsic to all activities. Our goal is to ensure that we have done all that can reasonably be done to mitigate risk and ensure safety.

This policy must be read in conjunction with other policies which have a direct bearing upon risk management and pupil safety. These are:

- Safeguarding Policy
- Recruitment, Selection and Disclosure Policy
- Preventing Extremism Policy
- Health and Safety Policy and Health and Safety Practical Arrangements
- Fire Risk (Prevention) Policy
- First Aid Policy
- Asthma Policy
- Allergy and Anaphylaxis Policy
- Administration of Medicines Policy
- Educational Visits Policy
- Behaviour Policy
- Anti-Bullying Policy
- Missing Child and Pupil Supervision Policy

Adherence to this policy is the responsibility of the Headmaster with support from the Bursar, Site Manager, Educational Visits Coordinator and the Compliance Officer.

Written Risk Assessments

Written risk assessments fall into a number of categories:

- Our School Site & Local Area Risk Assessment is our controlling risk assessment document and includes details for the school premises, playground, EYFS, science, PE, art, cookery club, enrichment activities, Bushcraft, local trips, minibuss driving, private car use and contractors.
- In addition to the site and local area risk assessment, higher risk subject specific activities in Science, PE, Enrichment and After School Clubs have separate risk assessments. Before the start of each term the Head of PE reviews the RAs for all sports activities new to that term. Sports RAs are then checked and signed off by the Compliance Officer. Science experiment RAs are written/reviewed by the teacher teaching the class in line with CLEAPSS guidance prior to the experiment being taught. The Head of Science reviews RAs regularly. The Compliance Officer reviews Enrichment and After School Activities at the planning stage with the Head of Enrichment or the Deputy Head. Where it is deemed a risk assessment is required for an activity, the relevant Club / Enrichment leader will complete the risk assessment, which will then be checked and signed off by the Compliance Officer.

- Educational visits (trips) risk assessments to cover all trips outside the local area, including residentials, and within the local area should exceptional activities warrant it,
- Any exceptional activities onsite.

We undertake a review at least once a year and update our School Site & Local Area Risk Assessment accordingly. This is undertaken by our Compliance Officer in consultation with key staff such as the Head of Science, Head of PE, Head of Enrichment, Woodland learning contractors etc and is approved by the Headmaster. This seeks to identify risks and take all reasonable mitigating action in relation to them with respect to our use of the buildings on our main site (17-19 Brookside), given their unique character, use of the playground, and use of Panton Hall. In addition, it identifies risks associated with our many local outings such as nature walks, walking to games lessons locally, and trips to local museums. Subject specific risk assessments (eg. for higher risk subjects such as science and PE) and the bushcraft (forest school) risk assessment are reviewed regularly.

Categories of Risk

The following is intended to highlight the major areas of risk in the life of schools and identify the relevant policies which govern the response of Heritage School to these risks.

Risk	School Response
Abuse by adult on site or on a school trip, or by a peer including bullying or inappropriate behaviour	see our Safeguarding Policy, Recruitment, Selection and Disclosure Policy, Behaviour Policy, Anti-Bullying Policy, Missing Child and Pupil Supervision Policy
Hiring staff or using volunteers or contractors who are not suitably vetted, leading to abuse of a child	Recruitment, Selection and Disclosure Policy, Safeguarding Policy, Contractor Policy
Inadequate supervision leading to an accident, missing child, etc.	Missing Child and Pupil Supervision Policy, Educational Visits Policy
Fire on site	see our Fire Risk (Prevention) Policy and Health and Safety Management Framework and Improvement Plan
Injury due to negligent site management	see our Health and Safety Policy, Health and Safety Management Framework and Improvement Plan; Recruitment, Selection and Disclosure Policy, Contractor Policy
Injury in curriculum delivery - science experiments and hazardous substances	see our School Site & Local Area Risk Assessments document plus separate RAs for each science experiment
Injury in curriculum delivery - PE	see our School Site & Local Area Risk Assessments document plus separate RAs for each sports activity carried out (eg. Rugby, Swimming etc)
Injury in curriculum delivery - Art	see our School Site & Local Area Risk Assessments document
Injury in curriculum delivery - Enrichment Activities	see our School Site & Local Area Risk Assessments document, plus separate RAs where required

Injury in curriculum delivery - After School Clubs	see our School Site & Local Area Risk Assessments document, plus separate RAs where required
Injury in curriculum delivery on local outings - road crossing, risk of being hit by a car	see our local outings risk assessment
Injury due to car accident on a trip involving school transport	see our Educational Visits Policy, and the minibus and private car use sections of our School Site & Local Area Risk Assessments document
Mental health or radicalisation, with a particular attention to online safety	see our Safeguarding Policy, Acceptable Use of Screens Policy, Preventing Extremism Policy
Inadequate first aid response to an accident	see our First Aid Policy, Asthma Policy, Allergy and Anaphylaxis Policy
Wrongful administration of medicines	see our Administration of Medicines Policy
Injury in conjunction with our outdoor education programme, including Bushcraft (Forest School) and DoE Expeditions	see our Educational Visits Policy which governs residential trips, our School Site & Local Area Risk Assessments document (Bushcraft tab), also the DofE conditions for expeditions which are observed by the school, as a Licenced Organisation

Staff are expected to be aware of these major categories of risk and ensure that they are familiar with relevant policies and maintain a constant common sense vigilance.

Authorised by	Jason Fletcher
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