



# Risk Assessment Policy

School Details :	<b>The Island Project School</b> DofE Registration Number : 334/6010 Company Registration Number : 5924196 Registered Charity Number : 1119034 Telephone Number : 01675 442588
Designated Safeguarding Lead :	<b>Sarah Gallagher</b> – School Principal Mobile : 07971 543 832 Email : <a href="mailto:s.gallagher@ipschool.co.uk">s.gallagher@ipschool.co.uk</a>
Deputy Designated Safeguarding Lead :	<b>Nicole Sheehan</b> – SLT (Head of School) mobile: 07971 543 755 email : <a href="mailto:n.sheehan@ipschool.co.uk">n.sheehan@ipschool.co.uk</a> <b>Melanie Collett</b> – SLT (Head of Further Education) Mobile : 07971 543 753 email : <a href="mailto:m.collett@ipchool.co.uk">m.collett@ipchool.co.uk</a> <b>Nial Al-Zanki</b> – Head of Post 16 telephone : 07971 543 428 email : <a href="mailto:n.al-zanki@ipschool.co.uk">n.al-zanki@ipschool.co.uk</a>
Designated Trustee For Child Protection:	<b>Jacqui Walters-Hutton</b> email : <a href="mailto:jwaltershutton.trustee@ipschool.co.uk">jwaltershutton.trustee@ipschool.co.uk</a>
Senior Leadership Team :	<b>Sarah Gallagher</b> – SLT (School Principal) <b>Carol Howe</b> – SLT (Curriculum Director) email : <a href="mailto:c.howe@ipschool.co.uk">c.howe@ipschool.co.uk</a> <b>Nicole Sheehan</b> – SLT (Head of School) <b>Melanie Collett</b> – SLT (Head of Further Education)
Trustees :	<b>Gordon Booth</b> : <a href="mailto:gbooth.trustee@ipschool.co.uk">gbooth.trustee@ipschool.co.uk</a> <b>Jacqui Walters-Hutton</b> <b>Claire Browning</b> <a href="mailto:cbrowning.trustee@ipschool.co.uk">cbrowning.trustee@ipschool.co.uk</a> <b>Lucy Doble</b> <a href="mailto:ldoble.trustee@ipschool.co.uk">ldoble.trustee@ipschool.co.uk</a>
Date Last Reviewed :	Issued : 3rd August 2018
To be reviewed by :	3 <sup>rd</sup> August 2021

## 1. PURPOSE

This Policy is maintained in accordance with Part 3, Section 16(a) of The Education (Independent School Standards) Regulations 2014

## 2. AIMS

This policy is systematic with a view to promoting the welfare of pupils, staff and visitors of The Island Project (“the School”) which includes the School site at Diddington Hall and the College site at Birmingham Road.

The assessment of risk is a fundamental principle of health and safety and falls within the responsibilities of all staff, volunteers, contractors and employees generally.

## 3. DEFINITIONS

A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, open drawers etc. but also slips, trips, or even everyday objects (dependent on use).

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

In essence, the purpose of assessing risk is to:-

1. Establish whether there is a significant risk;
2. Understand who may be named by any risk and how that harm may occur;
3. Evaluate these risks;
4. Record the finding; and
5. Review and revise as necessary

## 4. WHAT IS A RISK ASSESSMENT?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people and the environment. This enables you to weigh up whether you have taken enough precautions to identify and prevent harm, or whether there is more that you should do.

A risk assessment is an important step in protecting staff, pupils, visitors, contractors, the environment, and School as a whole. ‘Near misses’ should also result in a review of the relevant risk assessment.

Risk assessments help staff focus on the risks within their department and activities that they undertake. In many instances, straightforward measures can readily control risks; for example:

- ensuring staff have sufficient information when they are onsite or offsite;
- operating equipment or using chemicals;
- dealing with spillages and ensuring that they are cleaned up promptly so that people do not slip;
- general good housekeeping is maintained to ensure people do not trip or fall.

## 5. WHEN SHOULD A RISK ASSESSMENT BE COMPLETED?

The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of the risks arising out of the activities that the School undertakes.

Other legislation relating to asbestos, hazardous substances, fire, health and safety, first aid also require risk assessments to be completed.

## 6. WHO IS RESPONSIBLE FOR DRAWING UP AND CHECKING RISK ASSESSMENTS?

It is the responsibility of all staff to ensure appropriate Health and Safety precautions are taken throughout the working day. Staff have a duty to report any identified risks to a member of the senior leadership team as a matter of urgency.

There is a requirement for the School to explain to staff how health and safety is managed for their unit together with sufficient information to allow them to complete tasks or activity safely

All staff are given an overview of Health and Safety as part of their induction training and are required to read all relevant risk assessments.

Copies of risk assessments are available at each site and will be made available on Openshare/g-suite. Updates will be notified to all staff as appropriate.

All staff have a responsibility for ensuring risks assessments are completed for their area of work, and a member of the senior leadership team should check and monitor assessments.

There may be one assessment, a number of assessments linked together or individual assessments for different tasks/activities, offsite visits, experiments, equipment or processes within the School.

Assessments used within School include, but are not limited to:

- Building/site assessments
- Overview Assessments
- Equipment use assessments
- Pupil specific assessments, including behaviour, travel in community, travel in car
- Community visits
- Risk Assessments (injury)
- Risk assessments (wellbeing)
- Risk Assessments (DSE)
- Risk Assessments (Stress)
- Risk Assessments (Maternity)

Sharing of assessments and best practice will ensure that the assessments are improved, and that staff have good, reliable information.

Risk assessments are reviewed annually or as and when required, based on new equipment or changes to health and safety, changes of use of areas, or changes in pupil behaviour.

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