



## **Risk Assessment Policy**

### **Goodwyn School (including EYFS)**

#### **Purpose of the Policy**

Goodwyn School aims to ensure that all activities, trips and outings, materials, premises and equipment are safe for children. The purpose of this policy is to ensure that any hazards associated are identified and removed or minimised to an acceptable level of risk.

Goodwyn School appreciates that children and young people need some level of risk in their activities, trips and outings in order to ensure that children continue to develop but these risks are assessed to ensure that any risks are appropriate to the age and stage of development of the children and young people involved.

#### **Who Is Responsible**

It is the responsibility of the SLT under the Health and Safety at work Act 1974 to ensure that the risks to staff, parents and children are minimised or eliminated whenever possible.

It is the responsibility of the SLT to ensure that the risk assessments are completed for activities where there is deemed to be an increased level of risk so far as is reasonably practical.

Risk assessments are to be carried out by individual members of staff with specific responsibility for a particular event or activity, equipment or facility where there is potential for someone (staff, Student or visitor) to be harmed.

#### **How the Policy will be Implemented**

Risk assessments must be carried out on existing and new activities which could place children, staff or visitors to the school at risk. It is identified that some activities with a low level of risk will not be assessed for risk on every occasion; however, these risk assessments will be reviewed regularly and signed by the member of staff reviewing the risk assessment to ensure that it is still valid. Risk Assessments are carried out in order to turn identified hazards into risks that are acceptable for the children and young people in the setting. Risk assessments commonly look at the activity that is planned; identify hazards associated with the activity and come up with strategies to reduce the hazard to an acceptable risk.

Hazards are identified as something that will cause harm to one or more people if controls are not put in place to minimise their impact.

Risks are identified as something that may cause harm to one or more persons depending on what controls are put in place.

## **Risk Assessment Procedure**

When performing a risk assessment, the member of staff looks at the following elements:

- The activity
- The hazard (the hazards identified from the activities and the frequency of injury if no control measures are put in place)
- Outcome and potential severity (what is the worst that can happen and to how many people)
- Risk reduction and control (what measures will be put into place to reduce the hazard)
- Evaluation (what is the frequency of injury occurring now that control measures have been put into place and what is the worst that can happen and to how many people now that control measures have been put into place)

## **Risk assessments review:**

Risk assessments would typically be reviewed on an annual basis or when any of the following occur.

- There are changes to the activity
- After a near miss or accident
- There are changes to the type of people involved in the activity
- There are changes in good practice
- There are legislative or regulatory changes.
- There is a change in guidance or advice from the Department for Education or Government.

## **Policy links**

We have specific policies which manage risk in the following areas.

- Health, Fire Safety and Welfare
- Safeguarding and child protection
- SEND
- Online Safety
- Safer Recruitment
- Behaviour
- Anti-bullying
- Data Protection
- Equal Opportunities & Accessibility

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