

# Cross Keys Learning Risk Assessment Policy

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**Executive Summary:** This policy provides details of the core principles which underpin the organisation’s approach to managing Risk assessment

Cross Keys Learning is mindful of the need to safeguard the well- being of all students, staff and visitors to the School and will ensure that any activity that is deemed to carry any risk will be appropriately risk assessed. This policy highlights the measures that are in place to manage risk.

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## 1. Introduction

This guidance is applicable to all those with responsibility for undertaking Risk Assessments for activities at Cross Keys Learning. It should be read in connection with other related Health and Safety policies.

## 2. Objectives

This guidance has the following key objectives:

1. To ensure that suitable and robust Risk Assessments are undertaken for activities where there is likely to be significant risk to students.
2. To ensure that identified control measures are implemented to control risk so far as reasonably practicable
3. To ensure that those affected by school activities have received suitable information on what to do
4. To ensure that Risk Assessments are recorded and reviewed when appropriate

### 3. Guidance

The Headteacher of the School is responsible for the annual update of the policy. All members of staff are responsible for the implementation of this policy. They will be supported by key staff as appropriate who can be asked for advice.

This guidance is applicable to general Risk Assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there are separate arrangements in place. Similarly separate guidance exists for teaching area Risk Assessment.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on a regular basis and staff should feel able to ask for further guidance at any stage.

Cross Keys Learning standard template Risk Assessment form for Activities and Clubs is found in the Cross keys Learning Health and safety folder in the shared space.

### 4. Risk Assessments will consider:

- Hazard: something with the potential to cause harm
- Risk: an evaluation of the likelihood of the hazard causing harm including a rating assessment of the severity of the outcome of an event
- Control measures: physical measures and procedures put in place to mitigate the risk to an acceptably low level

The Risk Assessment process will normally consist of the following steps:

- Identify the potential hazards
- Decide who might be harmed and how this might occur
- Evaluate the severity of the outcome of an event
- Identify and describe the physical control measures and procedures put in place to mitigate the risk to an acceptably low level
- Ensure all those with responsibility for the activity are aware of the risks
- Review the assessment regularly and update as necessary

Risk Assessments are to be reviewed on the following occasions:

- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type or number of people involved in the activity
- When there are changes in good practice
- When there is a change in person responsible for the Risk Assessment
- When there are legislative changes
- Annually if for no other reason

A non-exhaustive list of areas which typically require Risk Assessment is as follows:

- Educational, including Co-Curriculum Areas
- Science experiments
- Design & Technology
- Food technology
- Sport and PE activity
- Outdoor Pursuits
- All off site trips and activities
- Some classroom

- Movement within the school buildings and about the school premises, including the moving to the outdoor area at Cross keys Learning.

## **5. Supervision**

Inherent in all risk assessment is the importance of appropriate arrangements for the supervision of Students.

Responsibility of all staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. However, staff are responsible for taking reasonable care of their own safety, together with that of Students and visitors. They are responsible for cooperating with the School's senior leadership to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher or Operations Manager

## **6. Complaints about this policy**

If Cross Keys Learning employees/parent/carers are dissatisfied with any aspect of the Risk Assessment policy, they are encouraged to communicate this to the Cross Keys Learning Headteacher or Operational Manager in the first instance.