



Rochdale Islamic Academy
inspire - believe - achieve

BOYS' SCHOOL

RISK ASSESSMENT POLICY

Reviewed: September 2024

Next Review: August 2025

Responsible: Mr Arif Pirbhai (Head)

Governing Body Approved: September 2024

Approved: Mr Sohail Ahmed (Chair of Governors)

RISK ASSESSMENT POLICY

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

WHY HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money.

It is not only a legal requirement, but also this school's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in the school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

CONDUCTING RISK ASSESSMENTS

Assessments are conducted by the Head and the governor member responsible for risk assessments.

Risk Assessments are kept in the school office and a copy in the Headteacher office

Once a risk assessment is conducted, the Headteacher will meet the caretaker and set a timetable for work to be carried out.

There are numerous activities carried out in Rochdale Islamic Academy, each of which requires its own separate risk assessment.

The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

Separate policies cover each of these areas mentioned above. However, risk assessments are also needed for many other areas, including:

EDUCATIONAL

- Science laboratory
- PE activity
- Art

MEDICAL AND FIRST AID

The person responsible for reporting accidents is the first aid leads. The Accident Record is in the School Office, with subordinate records in each area.

The school keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

CHILD PROTECTION

The School's Child Protection Policy together with the suite of Safeguarding Policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children and are not allowed to work in the UK. By extending this regime to trustees, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level. The school has procedures in place for the proper supervision of pupils by staff in School and on visits that is understood by all members of staff (see EDUCATIONAL VISITS POLICY)

Doors to potentially dangerous areas such as science laboratories and the Design Technology room is kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the boiler room.

REVIEWS OF RISK ASSESSMENTS

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment
Responsibilities of all staff.

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the admin staff.

Accident Reporting

The health and safety lead is responsible for reporting and recording any notifiable accidents that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school with a view to assessing whether any measures need to be taken to prevent recurrence.

Headteacher's Responsibilities

The headteacher will assess the major risks to which the school is exposed, in particular those related to the operations and finances of the school, and are satisfied that systems are in place to manage our exposure to the major risks.

Please read this policy in conjunction with and referring to;

- Fire Safety Policy and Fire Risk Assessment
- Educational Visits Policy
- Health & Safety Policies
- First Aid Policy
- All separate risk assessments

The implementation of this policy will be monitored by the headteacher and health and safety lead. This policy will be reviewed on a regular basis.