



RISK ASSESSMENT POLICY



2024-2025

Approved by: Headteacher

Date: September 2024

Last reviewed on: September 2024

Next review due by: September 2025

Hale Prep School Risk Assessment

The school takes most seriously its responsibility for its pupils' welfare, care, and safety.

Whilst the head assumes full responsibility, all the teaching and non-teaching staff, assisted by the site manager, play crucial roles. Mrs Busby and Mrs Leyland have been fully trained by First Health & Safety and Compliance Education to conduct risk assessments. Staff will receive training about risk assessments at staff briefings.

To monitor, establish and review measures needed to meet satisfactory health and safety standards, the school has liaised with Compliance Education. If further information is required, specialist advice will be sought directly from Compliance Education.

The following form part of the school's regular risk assessment program.

- Annually, Mrs Vayro and Mrs Leyland will ensure that risk assessments for the school (internal and external) are fully up to date.*
- Coach journeys and sporting activity risk assessments will also be updated annually by Mrs Leyland. These will be shared with staff at staff briefings and readily available on Evolve.*
- Fire Risk assessments are carried out by external specialists annually and are recorded on the shared drive.*
- Risk assessments are checked annually by Compliance Education.*
- Risk assessments of school grounds are checked annually. Staff are notified of risk assessments during staff briefing and sign to prove this.*
- Each half term, a checklist of the school grounds will be undertaken and recorded in the school office. Belinda Wilson will undertake the assessment and report any risk hazards directly to the headteacher. All staff will carry out informal daily checks of their classrooms and will report any findings directly to the headteacher. The headteacher will resolve any hazards promptly to ensure the safety of all children at Hale Prep. The half-termly checklists can be found in the risk assessment folder in the office.*

Each half term, the following checks will be taken out:

- i. To ensure the external fence of the school is in good order. This comprises a brick wall to the rear, thick hedges, wooden fencing, and iron railings at the front of the school's site. Ensure that the back entrance gates are locked permanently.
Ensure the electronic gate at the front of the school is in good working order.
To ensure the pond area is covered and safe for all children.
- ii. To ensure the CCTV surveillance is in good working order. (The system has been renewed and covers all entrances to the school.)
Ensure that visitors are "recognised" before entering the school.
- iii. Ensure that all electrical appliances, plugs, sockets, etc, are in good order. All staff is asked to report any damaged sockets and all possible dangers.

Ensure the gas central heating system is in good order by annual checks—likewise, the gas oven in the kitchen.
It is noted that there are no dangerous substances maintained in the school.
- iv. To ensure the school's fire protection policy is annually reviewed and that the requirements of the policy are strictly adhered to.
- v. To ensure that the playground area is safe, particularly areas with steps and that all garden furniture is in good order.
The Trafford Local Authority regularly inspects the trees.
- vi. To ensure that all flooring is in good order, that window areas are safe, and that stairways are clear of possible obstacles.
- vii. To ensure all medicines in school are kept in a location not accessible to pupils.

- *Child Protection*

The school's Safeguarding Policy and training for all staff form the core of our child protection risk management. Safe recruitment guidelines 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. With this regime and ensuring all staff receive regular child protection training, we manage this risk to an acceptable level.

- *School Trips/Holidays*

A risk assessment has been completed for travelling on a coach. This will apply to all visits undertaken on a coach. Staff will print out risk assessments from the venue they are visiting and keep them in the folder in the office.

This policy is for the whole school, including EYFS.

