

## RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Slips and Trips	Pupils, staff and visitors may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out. Staff given specific responsibility for the condition of their classrooms, including safety. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	Training to be held in Sep 2018	Principal All staff	Before school opens	
Children escaping from the building	Pupils, who could go missing and come to harm	Very secure doors at the front of school – two sets of self-closing doors. Self-closing gates at end of passage leading on to Claypath, with clear protocols at start and end of each school day Door between school and church offices kept locked at all times during school day Missing Child Policy established, all staff trained in it, copy displayed near their desk	Training to be held in Sep 2018	Principal All staff	Before school opens	
Visitors to church office next door gain access to children	Inappropriate contact made between adults and pupils	Door between school and church kept locked at all times	Training to be held in Sep 2018	Principal All staff	Before school opens	
Visitors to school gaining access to pupils	As above	Strict recording of all visitors No visitor allowed to move around the school alone Visitors' badges used Visitors' Policy adhered to	Training to be held in Sep 2018	Principal All staff	Before school opens	
Fire	Death or injury to pupils, visitors, staff	Fire Plan clearly communicated to all staff Visitors informed of evacuation arrangements upon arrival, as set out in plan All supply staff informed of procedures as set out in the plan Half-termly fire evacuation drills Fire Log maintained and regularly reviewed (including annual review by School Board)	Half day training delivered by recognized and qualified fire expert before school opens in September 2018	Principal All Staff School Board	Before school opens	
Children go missing or wander on to Claypath when arriving at school at start of day	Death or injury to child, trauma for staff, parents and other pupils	Pick up & Drop off Policy implemented; Self-closing gates at end of passage; Gates strictly controlled by member of staff. Parents informed of their responsibility to hand over children to member of school staff; Second member of staff stationed at the school end of the passage to oversee orderly arrival	Training to be held in September 2018	Principal All staff	Before school opens	

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Children go missing or wander on to Claypath when leaving school at end of day	Death or injury to child, trauma for staff, parents and other pupils	Pick up & Drop off Policy implemented; Self-closing gates at end of passage; Gates strictly controlled by member of staff Parents informed of procedure for pupils leaving school at end of day	Training to be held in September 2018	Principal All staff	Before school opens	
Children taken by wrong adults at end of day	Abduction	Strict procedure for children leaving school (as above); Children will <i>under no circumstances</i> be handed over to any adult not registered with the school to collect the child through the parental contact form, or otherwise identified in writing to the school as approved to do so by the parents/carers. No exceptions will be made to this rule. If in any doubt whatsoever, the member of staff will inform the Principal, who will if necessary contact the parents/carers	Training to be held in September 2018	Principal All staff	Before school opens	
Children going missing on school trips, outings etc	Death, injury, abduction, child goes missing	Strict adherence to relevant school policy; Specific risk assessment carried out for each trip; Reputable coach firm used; Regular head counts carried out	Training to be held in September 2018	Principal All staff	Before school opens	
Electric Shock	Death or injury to pupil, visitor or member of staff	Adherence to school H&S Policy All equipment checked and serviced in accordance with manufacturers' recommendations; Staff must not bring into school their own electrical equipment until it has been PAT tested; All appliances PAT tested as required; Kitchen equipment isolated as recommended by fire inspector	Training to be held in September 2018	Principal All staff	Before school opens	
Children falling down in courtyard	Injury to pupil, probably minor in nature	Manageable numbers of pupils in courtyard at any one time Conscientious supervision of children by staff on duty All staff trained in first aid, able to treat minor injuries	Training to be held in September 2018.	Principal All staff	Before school opens	
Stranger enters school and gains access to children	Inappropriate contact with children Abduction	Visitors Policy enforced Double doors prevent unauthorized access to school	Training to be held in September 2018	Principal All staff	Before school opens	
Sickness bug or bad weather means few staff in school	Too many children in school for teachers present to manage adequately in form groups	Staff responsible for informing Principal personally of non-attendance, or lateness, in good time Well-established relationship with local teacher supply agency will enable supply staff to be found promptly Staff present will supervise all children in one room until supply staff (or regular staff) arrive	Training to be held in September 2018	Principal All staff	Before school opens	

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Pupil injured whilst playing games in assembly hall	Injury (possibly major, more likely minor)	Activities well-supervised and orderly behaviour encouraged All staff first-aid trained Ambulance called if required	Training to be held in September 2018 (specifically first aid training)	Principal All staff	Before school opens	
Pupil injured whilst off-site	Injury (possibly major, more likely minor)	Activities well-supervised and orderly behaviour encouraged All staff first-aid trained Ambulance called if required	Training to be held in September 2018 (specifically first aid training)	Principal All staff	Before school opens	
Pupil suffers allergic attack	Death or distress	Parents responsible for informing school of allergies All staff to know who the relevant children are Epipens to be held in school Where necessary, parents instructed not to allow allergy-causing food to be brought into school. Staff trained as first aiders and in use of epipens	Training to be held in September 2018 (specifically epipen training if required)	Principal All staff	Before school opens	
Pupil suffers asthma attack	As above	Parents responsible for informing school if their child is asthmatic Inhalers to be held in school All staff know who the relevant children are Staff trained as first aiders and in use of inhaler	Training to be held in September 2018 (specifically inhaler training if required)	Principal All staff	Before school opens	
Child picked up from school by parent who does not have access to him/her	Abduction	Parents/carers to inform school of anyone whose access to a child is restricted or banned All staff to be informed, especially form teacher No access to the child to be allowed under any circumstances Principal to be informed if any such attempt is made	Training to be held in September 2018.	Principal All staff	Before school opens	
Pupil suffers head injury	Death, concussion, lasting ill-effects	Parents informed immediately where a head injury takes place, unless deemed by a qualified first aider to be insignificant in nature If in any doubt, the school will call for an ambulance All head injuries to be recorded on an accident form	Training to be held in September 2018 (specifically first aid training)	Principal All staff	Before school opens	
Younger pupil slips on stairs on way to toilets	Injury, distress	All children making their way from upper classroom to toilets will be accompanied by a member of staff	Training to be held in September 2018.	Principal All staff	Before school opens	
GDPR Breach occurs	Financial penalty, personal distress	Data Protection Policy clearly communicated and thoroughly implemented Data Protection standing item on all School Board agendas	Training to be held in September 2018	Principal All staff	Before school opens	

**NOTE:**

Comprehensive training will be provided for all staff in every aspect of this risk assessment during the pre-opening training day in early September 2018. All points will be covered in appropriate detail. All staff will be expected to take full responsibility for all aspects of risk, including those which do not appear here. Staff who perceive other risks are expected to inform the Principal immediately.

Where appropriate, any activity planned by staff which is additional to the normal running of the school will be subject to a risk assessment and will not be allowed to take place until the risk assessment has been approved by the Principal.

This risk assessment will be reviewed regularly and amended should new circumstances arise, in the light of any relevant incident or near miss, if there are any significant changes to hazards or if any new equipment is introduced into school which might have safety risks associated with it.

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