

Risk Assessment Policy

Introduction

Heritage School is committed to effective assessment and management of risks so that pupils are kept safe. We seek to create a culture of continuous risks assessment and management and recognise that this requires a proactive and constant awareness by staff. Managing risk and keeping children safe is not a 'tick box' exercise.

We are committed to providing effective information, instruction and training to staff so that they can operate in accordance with this policy.

Heritage is also committed to providing a stimulating curriculum and a wide range of enriching activities for our pupils. We accept that a degree of risk is intrinsic to all activities. Our goal is to ensure that we have done all that can reasonably be done to mitigate risk and ensure safety.

This policy must be read in conjunction with other policies which have a direct bearing upon risk management and pupil safety. These are:

- Safeguarding Policy
- Safer Recruitment Policy
- Preventing Extremism Policy
- Health and Safety Policy
- Fire Risk (Prevention) Policy
- First Aid Policy
- Administration of Medicines Policy
- Educational Visits Policy
- Missing Child and Pupil Supervision Policy

Adherence to this policy is the responsibility of the Headmaster with support from the Office and Facilities Manager.

Written Risk Assessments

Written risk assessments fall into four categories:

- Our site and local outings risk assessments,
- Forest School risk assessment,
- Educational visits (trips) risk assessments to cover all activities further afield,
- Any exceptional activities onsite.

We undertake a yearly review and update our site risk assessment accordingly. This is undertaken by our Office and Facilities Manager and is approved by the Headmaster and Trustees. This seeks to identify risks and take all reasonable mitigating action in relation to them with respect to our use of the buildings on our main site (17-19 Brookside), given their unique character, use of the playground, and use of Panton Hall. In addition, it identifies risks associated with our many local outings such as nature walks, walking to games lessons locally, and trips to local museums.

Forest School in Clare Wood are subject to their own risk assessment, which is reviewed annually.

Educational visits that are not local are risk assessed in accordance with our Educational Visits Policy.

Any exceptional activities onsite will be subject to a written risk assessment.

Categories of Risk

The following is intended to highlight the major areas of risk in the life of schools and identify the relevant policies which govern the response of Heritage School to these risks.

Risk	School Response
Abuse by adult on site or on a school trip, or by a peer including bullying or inappropriate behaviour	see our Safeguarding Policy, Safer Recruitment Policy, Behaviour Policy, Anti-Bullying Policy, Missing Child and Pupil Supervision Policy
Hiring staff or using volunteers or contractors who are not suitably vetted, leading to abuse of a child	Safer Recruitment Policy, Safeguarding Policy
Inadequate supervision leading to an accident, missing child, etc.	Missing Child and Pupil Supervision Policy, Educational Visits Policy
Fire on site	see our Fire Risk (Prevention) Policy, Health and Safety Policy
Injury due to negligent site management	see our Health and Safety Policy
Injury in curriculum delivery - science experiments and hazardous substances	see our Health and Safety Policy
Injury in curriculum delivery on local outings - road crossing, risk of being hit by a car	see our local outings risk assessment
Injury due to car accident on a trip involving school transport	see our Educational Visits Policy
Mental health or radicalisation, with a particular attention to online safety	see our Safeguarding Policy, Acceptable and Safe Use of Screens Policy, Preventing Extremism Policy
Inadequate first aid response to an accident	see our First Aid Policy
Wrongful administration of medicines	see our Administration of Medicines Policy
injury in conjunction with our outdoor education programme, including Forest School and DoE Expeditions	see our Educational Visits Policy which governs residential trips, our Forest School risk assessment, also the DofE conditions for expeditions which are observed by the school, as a Licenced Organisation

Staff are expected to be aware of these major categories of risk and ensure that they are familiar with relevant policies and maintain a constant common sense vigilance.

Authorised by	Jason Fletcher
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