

Dated Sep 2021

Islamia Girls School "The School"

Risk Assessment Policy



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1. POLICY STATEMENT

Islamia Schools Ltd, the School Committee and the Head Teacher recognise that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their students, employees, and others who may be affected by the schools activities. They also need to be educated into how to cope safely with risk. The highest priority lies in ensuring that all the operations within the school, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks need to be identified with systems in place to adopt and minimise them. They seek to identify and maintain, so far as is reasonably practicable by the implementation of this Policy, its arrangements and procedures, risk assessment and management through information, instruction and training:

- 1.1. A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- 1.2. Adequate resources for carrying out this policy.
- 1.3. Systems for identifying and assessing all hazards and risks associated with the schools activities including putting in place adequate control measures.

Please read in conjunction with to the schools *Health and Safety and Safeguarding Policy*.

2. WHAT IS A RISK ASSESSMENT?

- 2.1. A risk assessment is a tool used to carefully examine how people can be harmed from a particular activity or situation.
- 2.2. The assessment helps to identify the likelihood of harm and whether or not adequate precautions are in place to reduce the risk of harm to its lowest possible level.
- 2.3. A systematic examination of work activities and the work area enables to identify potential hazards thereby initiating appropriate preventative measures.
- 2.4. The 'hierarchy of risk control principles' from the Management of Health and Safety Regulations 1999 have been used as a guide by the schools when performing a risk assessment:
 - 2.4.1. Elimination – by avoiding the use of certain processes
 - 2.4.2. Substitution - for a less hazardous process/substance
 - 2.4.3. Isolation - at the source by positively isolating individuals from hazards

- 2.4.4. Administration - by the training and design of a suitable system of work
- 2.4.5. Minimisation - by the use of personal protective equipment (PPE) – last resort
- 2.5. In summary please see the five steps to risk assessments in appendix 1 below.
- 2.6. A hazard is something with the potential to cause harm (e.g. fire).
- 2.7. A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- 2.8. A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- 2.9. 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, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

3. WHO CARRIES OUT THE RISK ASSESSMENTS?

- 3.1. The main responsibility lies with that of the Head Teacher. This may be delegated to a suitable member of staff dependent on the situation of the risk, for example, the Site Manager or the Head of Department.
- 3.2. Site specific risk assessments are done once a year by a Certified Health and Safety Company in conjunction with the Head Teacher and Site manager
- 3.3. Fire risk assessments are carried out annually by jta fire and Safety Ltd.
- 3.4. All members of staff have a basic Health and Safety and risk assessment training once a year. The Heads of departments have the overall responsibility for their departments to ensure that risk assessments related to their department are up to date and carried out when required. Teachers organising external visits and trips of all types must ensure a risk assessment is carried out before taking the students on the trip.

4. WHAT IS ASSESSED AND WHEN?

- 4.1. Specialist risk assessments related specific curriculum departments such as PE and Science are also reviewed once a year. Teachers should ensure that risk assessments are carried out before lessons that require specialist equipment or/and chemicals/materials and/or require lots of movement from

Students. We subscribe to CLEAPSS which provides model risk assessments for our lessons in science as well as providing professional training courses for teachers and technicians.

- 4.2. Risk assessments are carried out as and when the need arises, for example when new equipment is purchased, when new activities are planned.
- 4.3. Our risk assessments are reviewed annually, although if the need arises due to a change the assessment will be reviewed sooner.
- 4.4. Please see appendix 2 for our general risk assessment form – please check this below
- 4.5. The school carries out site specific risk assessments with the help of external agencies at least once a year. These risk assessments can be found in the **Health and safety Folder at the reception and also in the Health and safety folder in the school's staff drive (school's server)** These include :
 - 4.5.1. COSHH (Chemicals)
 - 4.5.2. Electricity
 - 4.5.3. Fire
 - 4.5.4. Heating System boilers
 - 4.5.5. Labcave T400 use
 - 4.5.6. Manual Handling
 - 4.5.7. Pregnant workers
 - 4.5.8. Slips, trips & falls
 - 4.5.9. Sports activities off site
 - 4.5.10. School visits to other locations
 - 4.5.11. Sub-contractors on site
 - 4.5.12. VDU/DSEs
 - 4.5.13. Work related stress

The above is not exhaustive list of our library of risk assessments.
The full list of contents and risk assessments can be found in the locations mentioned above.

- 4.6. The Heads of departments have the overall responsibility for their departments to ensure that risk assessments related to their department are up to date and carried out when required. Teachers organising external visits and trips of all types must ensure a risk assessment is carried out before taking the students on the trip. The trips folder contains the required risk

assessments forms to be carried out. The trips folder can be found in the same location as all the risk assessments mentioned above.

4.7. Specialist risk assessments: The school's site manager arranges for specialists to carry out the following risk assessments:

Fire safety, Asbestos, Legionella, Gas safety and Electrical safety.

5. MEDICAL AND FIRST AID

Accident forms are maintained in the school reception and the school receptionist has the overall responsibility for maintaining the accident folder and ensuring that accident reports are passed to the Pupil Officer. The school's First Aid Policy explains the procedures that we would follow in the event of a medical emergency. The Headteacher is responsible for reporting any notifiable accident 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).

6. UNSUPERVISED ACCESS BY PUPILS

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the art room etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Maintenance and Caretaking areas of the school.

7. CHILD PROTECTION

Our Child Protection 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 and volunteers and by ensuring that everyone in our community receives regular child protection training, we are able to manage this risk.

8. REVIEW

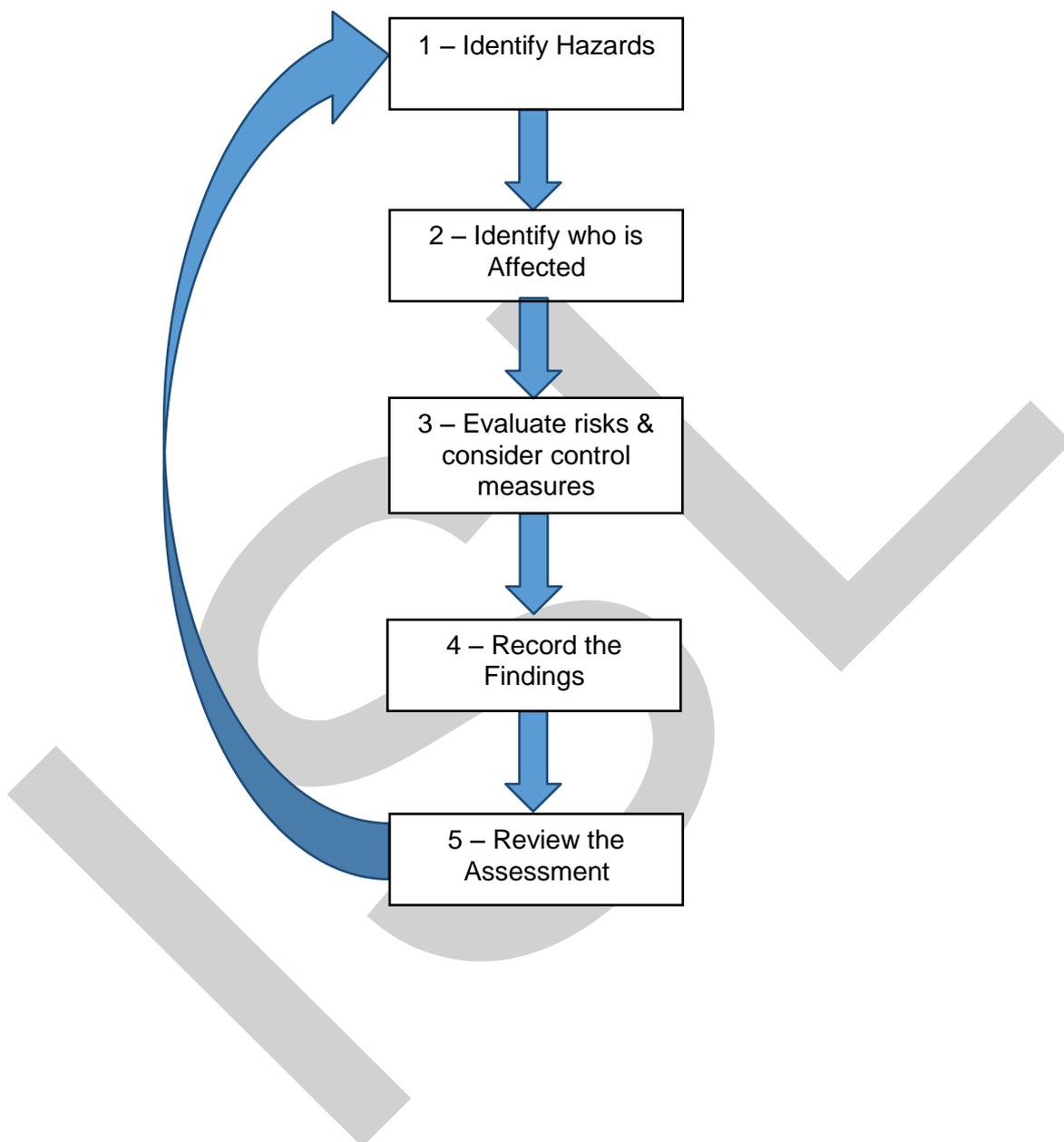
- 8.1. The risk assessments are reviewed annually or when significant changes have occurred.
- 8.2. Each assessment has a review date.
- 8.3. Risk assessments are also reviewed immediately after an accident or incident has occurred in order to identify what was the cause and whether or not additional control measures need to be put into place.

9. MONITORING

- 9.1. The Head Teacher regularly monitors and oversees the risk assessment procedure to ensure that assessments are carried out correctly, are up to date and are being reviewed as planned.
- 9.2. The Admin support will also monitor any staff training that requires updating when it comes to risk assessing.
- 9.3. Islamia Schools Ltd will monitor the schools regularly, once a term, to ensure that they are a safe environment and are effectively being controlled in accordance with this policy. This will also be documented.

10. APPENDIX

10.1. Appendix 1 – the five steps to risk assessment:



10.2. Appendix 2 – Risk Assessment Form

RISK ASSESSMENT #	ACTIVITY/LOCATION BEING ASSESSED:	
School: Brondesbury College	Assessment carried out by:	Date:
Review Date:	Approved by:	Date:

Hazard/Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures	Are Control Measures Y/N/NA		Additional Control Measures
				In Place	Adequate	

REVIEWS:		
Date Of Review:	Reviewed By:	Comments:
Date Of Review:	Reviewed By:	Comments:

10.3. Appendix 2 – ‘Low, medium, high’ System:

		SEVERITY				
		Minor Injury (<i>superficial injury or temporary distress/discomfort</i>)	First Aid Injury	Lost Time Injury (<i>sprains, minor fractures</i>)	Major Injury (<i>major fractures, amputations, life shortening illness</i>)	Fatality/Permanent Disability
Remote Possibility		VERY LOW		LOW		
Might Happen				MEDIUM		HIGH
Feasible						
Highly Probable		LOW				
Will Invariably Happen				HIGH	VERY HIGH	
VERY HIGH	Unacceptable risk - immediate action required. Further controls need to be identified to reduce the risk rating if the activity needs to continue					
HIGH	Risk reduction required - may only take place if good control measures can be implemented					
MEDIUM	Action required if practicable. Consider risk against benefit if it is not possible to further lower the risk					
LOW	Further risk reduction if practicable, may not be reasonable or cost effective					
VERY LOW	No further action required					