



PHOENIX BAY

Policy Focus	School Risk Assessment
Lead Policy Holder	R Banks - Principal
Designated Advisory Board	Jill Bainton
Policy Date	September 2022
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Control Version since July 2021

Version	Date of change/Adopted	Reviewed by	Reason for change
1.0	July 2021	R Banks/J Sloane	New document
1.1	September 2022	R Banks/Jill Bainton	Changes to reflect the new premises

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School Risk Assessment policy

1. Introduction

Phoenix Bay School is fully committed to promoting the safety and welfare of everyone in the school. Their highest priority lies in ensuring that all the activities within the school environment are delivered in a safe manner that complies fully with not just the law, but also with best practice. Risks are inherent in everyday life: we need to identify them and to adopt systems for mitigating or minimising them.

2. What is a Risk Assessment?

We use risk assessments as a systematic way to assess, manage and mitigate risk, and thereby promote children's welfare. A risk assessment take into account:

- The hazard - something with the potential to cause harm
- The risk - an evaluation of the probability (or likelihood) of the hazard causing harm
- Control measures - physical measures and procedures put in place to mitigate risk
- Who's responsible?
- Action needed by?

The risk assessment process consists of the following steps:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did?
- What measures are we going to put in place to prevent, manage or mitigate the risk?
- How will we assess the effectiveness of our plans?

Risk assessments are reviewed and updated regularly; our policy is to review annually or earlier in the event of:

- Changes to the activity
- A near miss or accident
- Changes to legislation or best practice

The Principal is responsible for the implementation of this policy.

Staff receive regular training as and when required. All staff are advised to speak to the Principal, or the Chief Operations Officer if they require any further assistance or training in risk assessments.

All members of staff are responsible for taking reasonable care of their own safety, together with that of our students and visitors. They are responsible for cooperating with the Principal in order to enable the Directors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Principal or the Site Manager.

3. What Areas Require Risk Assessment?

We have broken down the activities / areas of the school that require risk assessments into the following categories:

1. Safeguarding and Child Protection Policy
2. High-risk curriculum activities. The Principal is responsible for detailed and comprehensive risk assessments for department activities:
 - Food Technology
 - Science
 - Sport & PE
3. High risk extra-curricular activities: a separate risk assessment is required for any high-risk activity which is not already covered by the above. The activity leaders are responsible for preparing the risk assessment
4. Classroom risk assessments. All rooms are risk assessed annually by the Principal. We also use the HSE Classroom Risk assessment template and ask teachers to risk assess their own classrooms periodically
5. Premises: activities involving hazardous equipment, hazardous substances and those involving working at height, manual handling etc are assessed annually by the Site Manager at Seale Hayne
6. Cleaning: responsibility of Seale Hayne
7. Fire - please see Fire Safety Policy

Other site-related risks (such as onsite vehicular movement, asbestos and legionella) are managed by Seale Hayne. **All relevant copies are filed in the office.**

