



Northstar  
New School

# Risk Assessment Policy 2024-2025

This policy was reviewed on:

**Date:** 20 August 2024

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**Policy will be reviewed on:** August 2026

This policy was ratified/reviewed by Governors  
on:

**Date:** 12 September 2024

**Frequency of review:** Every 2 year(s)

**Note:** This document uses the most current Government information and guidance at the time of writing. It may change according to Government policy.

# 1 | Risk Assessment Policy

Northstar New School believes that complete risk assessments are tools for inclusion which allow pupils to access a rich and creative curriculum both on and off the school premises. This is based on the five principles of risk assessment:

**Step 1** Identify the hazards

**Step 2** Decide who might be harmed and how

**Step 3** Evaluate the risks and decide on precautions

**Step 4** Record your findings and implement them

**Step 5** Review your assessment and update if necessary

## 2 | Introduction

The Risk Assessment Policy is intended to give guidance on the operational risk assessments that need to be conducted to ensure that the risk associated with any activities is actively considered.

The school is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with the law and with best practice. Risks are inherent in every day life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

## 3 | What is a Risk Assessment

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

→ A hazard is something with the potential to cause harm (e.g. fire);

→ 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);

- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- 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)
- Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.
- Risk assessments need reviewing and updating regularly, annually in settings providing for children. The school is very aware that all staff and pupils need to receive training.

## 4 | What areas require Risk Assessment

There are numerous activities carried out in the school, each of which requires a separate risk assessment. The most important of these cover:

- Fire Safety procedures;
- Educational visits and trips;

However, Risk Assessments are also needed for a number of other areas including:

- Science experiments;
- Design and Technology;
- Food Technology;
- Each Sport and PE activity;
- Duke of Edinburgh's Award;
- Art;
- Music (including minimising the risk of hearing loss to staff);

## 5 | Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

## 6 | Medical and First Aid

The school has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the school office and the administrator is responsible for ensuring that accident reports are passed to the Head teacher. The school's separate Medical Treatment policy explains the procedures that we would follow in the event of a medical emergency. The Head teacher 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).

## 7 | Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as science experiments, the design technology equipment, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked.

## 8 | Support Areas

### **Caretaking and Security:**

Risk assessments cover every area of the school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

### **Maintenance:**

Risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

**Office Staff:**

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

## 9 | Conducting a Risk Assessment

There are several possible techniques; the school uses the model recommended by the HSE in its publication “Five Steps to Risk Assessment”.

Our policy at the Academy is not to carry out any high risk activity. Activities involving pupils are normally low risk.

## 10 | Specialist Risk Assessments

Specialists to carry out the following risk assessments:

- Fire Safety
- Electrical Safety

## 11 | Responsibilities of Staff

All members of staff are given an induction into the school’s arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head teacher.

## 12 | Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.