



**RISK ASSESSMENT  
POLICY STATEMENT**

## **RISK ASSESSMENT POLICY**

As part of our aim to provide the young people in our care with the best possible educational experience all staff have a responsibility with regard to health safety and the reduction of risk.

We also have a responsibility to ensure that all people who access the building are safe.

To fulfil this responsibility, we undertake to:

- provide a safe, hygienic, healthy and well monitored environment.
- ensure all staff are informed of health and safety issues, use and storage of medicines, infection control and fire safety.
- have an ongoing programme of risk assessments
- be familiar with and adhere to the Child Protection Policy
- Ensure that the secure entry system is used properly at all times
- All visitors will sign in and out and wear a visitor's badge
- Regular fire drills will be held

All staff should be aware of potential hazards in and around the school and act appropriately to minimize danger. Good standards of hygiene and attention to detail are important aspects of risk reduction. In addition to this the following procedures should be adhered to.

### **Good Housekeeping**

- Flooring kept clean and free from obstruction, observe regularly for wear and tear
- All materials to be checked regularly for wear and tear.
- Adult scissors, tools to be stored safely and away from children.
- Appropriate risk assessments to be completed before all outings.
- A no smoking policy is maintained within the school
- All electrical equipment is checked annually
- Ongoing visual inspections are carried out on a regular basis by staff and reported
- Electrical leads are safely tucked away

## **Medical Safety and First Aid**

In the event of an accident

- Keep calm, reassure and comfort injured child
- Protect the child and others from further risk
- Assess injury without moving the child
- Diffuse the situation – explain the situation and reassure or distract non-injured children
- Alert another member of staff
- Give clear and accurate information and administer first aid as appropriate.
- Record incident on an accident form, sign and date/ Report accident to appropriate person/department.
- If the accident is more serious, contact injured child's parent as soon as possible and explain, clearly the situation and actions taken.
- Accompany child to hospital if need be, meeting parent there.
- Stay with child as long as the child /parent need you.

## **Medication**

- Medication will only be given if prescribed by the child's GP/ Dentist
- To allow staff to administer medication staff must have written permission from the parent.
- Staff will only administer medication, which is labelled with the child's name and dosage instructions stating how and when the medicine is to be given to the child.
- Medicines will be stored appropriately and in a secure place inaccessible to all children.
- Staff will check the expiry date on all medication before administering.

## **Allergies**

- Details with photographs of all known children with allergies will be kept in class teaching files
- Substitute staff will be made aware of children in their care who have allergies.
- Prescribed medication for these children will be stored in labelled containers and made accessible to staff but in a secure place.
- Containers will be clearly named.

## **Excursions**

Educational outings are an important element to the education provide at Holy Family Primary School. Before any excursion is undertaken a full risk assessment should be carried out and the relevant paperwork completed.

During the outing the following must be adhered to.

- First aid kit should be carried
- Mobile phone should be carried as well as essential contact numbers
- Inhalers, epi-pens should be carried if required
- Seat belts must be worn
- Booster seats to be used as required by height legislation

Signed by Principal:

Signed by Chair of Governors:

Review Date: