



# THE UNICORN SCHOOL

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## Risk Assessment Policy

Policy written by: Andrew Day

Date Agreed by: September 2017

<i>Date of Review</i>	<i>Completed By</i>	<i>Signed</i>
September 2018		

## **Risk Assessment Policy**

**September 2017**

### **Rationale**

***The Unicorn School places the health safety and welfare of staff, children and adults as its highest priority. At The Unicorn School we aim to keep children and adults safe by undertaking rigorous and thorough risk assessments on all aspects of the school's work.***

***The Unicorn School has written this policy to ensure that best practice and procedures are carried out at the school. This policy complies with principles and requirements of the Early Years Foundation Stage Framework.***

### **Aims**

- *The Unicorn School will ensure that it carries out its duties, as outlined in the Management of Health and Safety at Work Regulations, by undertaking regular risk assessments in the school.*
- *The Unicorn School will ensure that any necessary action arising from the risk assessments is carried out as quickly as possible.*
- *The Unicorn School will regularly review risk assessments to ascertain whether they are still relevant and if any further action is required to lower the potential risk of harm.*
- *The Unicorn School will ensure that reviews of risk assessments will take place annually or more frequently if a significant change has occurred which means the risk assessment is no longer relevant.*

### **Implementation of Policy**

#### **Definitions**

***Hazard:*** *A hazard is something with the potential to cause harm, damage or injury.*

***Risk:*** *The chance of harm resulting from the identified hazard and the severity of harm which may result from the hazard.*

*The Unicorn School will undertake various types of Risk Assessments to ensure that it reduces potential risks to all staff and school users who could be at risk of harm from the services and activities it provides.*

***1. Generic Risk Assessments*** – These will be carried out for all areas and rooms in the school to identify potential hazards. Actions and precautions will be identified and implemented to eliminate or reduce the potential risks.

***2. Statutory Risk Assessments*** – Statutory risk assessments must be completed as part of health and safety regulations. Statutory Risk Assessments will be carried out at The Unicorn School to cover areas such as fire safety, lone working and manual handling.

***3. Activity and Service Risk Assessments*** – Risk assessments will be undertaken to identify potential hazards associated with specific activities and services offered at the school.

***Copies of risk assessments will be kept in a central file in the main office and can be viewed by parents or other adults upon request to the Headteacher.***

## **Risk Assessments**

At The Unicorn School risk assessments will be completed on the standard school template which is available from the Headteacher.

The Risk Assessments completed at The Unicorn School will contain the following information;

1. *Area or activity being assessed.*
2. *Date of assessment, assessor, workplace and employer.*
3. *Potential hazards which have been identified.*
4. *Estimated level of risk.*
5. *Action already taken.*
6. *Any further action required.*
7. *Who is responsible for actions and completion date.*

## **Recording and Reporting Accidents and Incidents**

At The Unicorn School any accidents or incidents must be recorded in the Incident Record Folder or the Accident Record Folder on report forms available from the Headteacher.

*The Incident or Accident Report Form will contain the following information:*

- *The time, date and brief description of the incident.*
- *Personal details and information of the child/adult involved in the incident.*
- *Description of the nature and location of any injury sustained.*
- *Action required, action taken and by whom.*
- *The member of staff recording the incident must sign the bottom of the report sheet and ask the Headteacher to counter sign to acknowledge receipt of the report.*

*Any accidents or injury reports will be analysed as part of the Risk Assessment process to assist with the identification of potential hazards and risks to school users.*

## **Roles and Responsibilities**

- The Headteacher has overall responsibility for ensuring that risk assessments are undertaken for all services and activities offered at the school.
- The Unicorn School is responsible for ensuring that members of staff receive relevant training to provide them with the necessary skills and knowledge to undertake accurate risk assessments.
- The Headteacher is responsible for sharing risk assessments with relevant staff, professionals and adults in the school.
- The Headteacher will ensure that members of staff adhere to the actions outlined in the risk assessments.
- The Headteacher is responsible for ensuring that risk assessments are reviewed annually or sooner if a significant change occurs before the review date.
- The Headteacher is responsible for making amendments to the school's policies or procedures in the light of any potential hazards and risks identified.
- The Headteacher is responsible for ensuring that immediate action is taken to reduce the risk of any potential hazard.

- Staff members who identify potential hazards must notify the Headteacher and ensure that a record is made on the Incident Report Sheet.
- Risk assessments and reviews will be monitored by the Governors Board.

***Any questions or concerns regarding this policy should be made to the Headteacher - The Unicorn School***