



**British International School of Cracow**

**Risk Assessment Policy**

**June 2019**

## Rationale/statement of purpose for the policy

This policy is applicable to all those with the responsibility for undertaking risk assessments for activities which are under their control.

Its objectives are:

- to ensure that major risks are identified and managed with a view to promoting the safety and welfare of all in our school community
- to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be a significant risk
- that identified measures are implemented to control risk so far as practicable
- that those affected have suitable information on what to do
- that risk assessments are recorded and reviewed where necessary

## Details and advice on responsibilities

The headmaster will be responsible for the overarching risk management policy of the school. The senior leadership team and other key organisers of activities will be responsible for the implementation of this policy.

All members of staff are made aware of this policy through the staff handbook as well as during induction and are responsible for taking reasonable care of their own safety, together with that of pupils and others present. Staff are responsible for cooperating with the headmaster and members of the senior leadership team. All members of staff are responsible for reporting any health and safety issues, risks or defects to the senior management team.

## Measures taken to provide education and support

It is important that all members of staff and pupils are informed of the possible risks at school and outside school (e.g. during lunch break or during educational trips).

Our PSHE programme and assemblies 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 one sensible precautions that should be taken. Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

The school promotes first-aid courses for its pupils and offer this as part of its IB programme.

## Frequently asked questions

### **What is a risk assessment?**

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

### **What does a risk assessment take into account?**

A risk assessment takes into account four factors:

1. Hazard - something with the potential to cause harm
2. Risk - an evaluation of the likelihood of the hazard causing harm
3. Risk rating - an assessment of the severity of the outcome of an event
4. Control measures - physical methods and procedures put in place to mitigate the risk

### **What areas require risk assessments?**

There are numerous activities carried out at BISC each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Risk assessments are also needed for science experiments, sport and PE activity, art, and drama

### **How is a risk assessment carried out?**

A risk assessment will consist of the following six steps:

1. What could go wrong
2. Who might be harmed
3. How likely is it to go wrong
4. How serious would it be if it did
5. What are you going to do to stop it
6. How are you going to check that your plans are working

### **Does BISC have a risk assessment form?**

Please see Appendix A for our risk assessment form

### **Are risk assessments reviewed regularly?**

Risk assessments are reviewed and updated annually. Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

The school secretary will be responsible for the maintenance of assessment records.

## **Appendix A**

### **British International School of Cracow**

#### **Risk Assessment form**

**Activity:** \_\_\_\_\_

<b>Area</b>	<b>Persons at risk</b>	<b>Hazards</b>	<b>Control measures</b>	<b>Risk calculation</b>	<b>Recommendations</b>
				Low/Medium/High	

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of next review:** \_\_\_\_\_