



The Park Federation Academy Trust

Wood End Park Academy

Risk Assessments Policy

2025 - 2026

To be reviewed besides the General Risk Assessments and Planner.

Version History

Version	Date	Status and Purpose	Changes overview
1	September 2016	Approval	
2.	September 2019	Reviewed	
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4.	September 2025	Reviewed	

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“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.”

Sir Bill Callaghan, former Chairman, HSC

Purpose

Wood End Park is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our children need to be educated into how to cope safely with risk.

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.

- 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 or Safe Operating Systems 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).

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly.

Training in relation to risk assessments is delivered bi-annually to all staff who may need to write a risk assessment. This is scheduled into the academy's CPD calendar. New staff who are asked to write a risk assessment receive 1:1 training on how to do so from the principal, Educational Visits Co-ordinator (EVC) or the Estates Manager.

General health and safety advice is also a session for our NQTS and this is delivered by the Chief Operating Officer.

When is a Risk Assessment needed?

Risk Assessments are needed for:

- Smooth and safe running of the site
- Educational trips and visitors
- Site usage e.g. the playground area and in out-of-hours
 - Any unusual activity e.g. academy used as a polling station
- Sport Activities and other curriculum activities that have hazards
- Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP

For *educational activities and visits* we ensure a the 'teacher in charge' has visited the venue if it is the first time in using it. Past risk assessments for the same visit is used but reviewed to ensure all and any new potential hazards have been placed in.

Child Protection Policy and Procedures outlines the procedures in place to identify children at risk beyond the environs of school.

Medical and First Aid Policies outline the procedures for managing children's medication.

The Estates Manager 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).

Unsafe areas: We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the boiler room, the roof and storage areas.

Where they are not fire escapes, doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to catering, maintenance and cleaning stores of the school.

Conducting a Risk Assessment

Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed. There is always a meeting with the pupils before any off-site activity.

Procedures:

- Write the potential hazard and who could be affected

- Write the key safety measures in place for the activity with any additional guidance

- Evaluate whether this are LOW, MEDIUM or HIGH risk
If there are any HIGH risk areas, the activity must not take place

The teacher-in-charge of an education visit or experience will write the risk assessment. It is sent to a senior leader including the EVC. Feedback is given, including from the EVC and then sent to the principal.

The Estates Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident.

A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

All members of staff are given induction into the school's arrangements for risk assessments and health and safety. 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 Principal, their Senior Lead/ Estates Manager (whoever is more relevant) in order to enable the Academy Council to comply with their health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects on site onto an online reporting tool: Every, as soon as possible. Any urgent risks or growing concerns must be reported to the Principal.

Concerns arising from trips or visitors must also be reported to the Principal. The EVC leads (Stacey Gamble, Avi Gill, Monique Johnson and Kam Bansal) will ask for feedback from trips and visitors too.

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Appendix Item 1:

<i>Area</i>	<i>Ensure the RA is completed</i>	<i>Reviewed</i>
Fire Safety	Chief Operation Officer	Annually
Asbestos		Annually
Gas Safety		Annually
Legionella		Annually
Electrical Safety		Annually
Premises Safety		As Needed
Play Equipment		Annually
Control of Substances Hazardous Health		Annually
Display Screen Equipment		Within General Risk Assessments: reviewed each two years
Chromebook		Within General Risk Assessments:
Manual Handling		
Lone Working		Within General Risk Assessments: reviewed every two years
Working at Height		
Grounds Equipment		
Work-Related Stress		Principal
Educational Trips and Visitors	As Needed i.e. for each experience before it takes place	
PE Activities: on and off site	As Needed i.e for each experience before it takes place	
Swimming	Annually	
After School and Breakfast Club	Within General Risk Assessments reviewed every two years	
Classroom and Corridors		
Violence to Staff and Children		
Blood borne infections	Two Years	
Medical Conditions and Medication Policy and RA		
Restraint Policy and RA		

Please note: for any area, a new risk assessment is drawn up or adjusted if there is a significant change in that area before waiting for the one/two year period to end.