Risk Assessment Policy

Aims

At Alamiyah, we believe that the health and safety of pupils, staff and visitors is of paramount importance. Alamiyah takes reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety whilst engaging in activities both on or off our premises in compliance with the Health and Safety at Work Act 1974. Priority lies in ensuring that all operations are implemented in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

Approach

- all staff are trained in health and safety issues, risk management and hazard/risk reporting
- all risks on site and activities on and off site are assessed, mitigated and managed responsibly by staff who have been inducted into undertaking these assessments
- reviewing performance and risk assessments on a termly basis
- all governors are provided with adequate training in order to be able to perform a critical analysis of systems for health and safety and risk management

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;
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring;
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property);

- Control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs and insurance);

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella). It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored behind locked doors. Risk assessments are reviewed by staff and any risks identified and updated termly.

What Areas require Risk Assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Fire safety
- Health and Safety
- Water safety
- The classroom
- Each area of the entire premises
- Particular activities that may be high risk, using tools, equipment or chemicals

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our curriculum is directed towards promoting an increasing understanding as the pupil develops, of

the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken.

Medicines and First Aid

There are written procedures for First Aid and Administering Medicines. The setting ensures there are sufficient people trained in paediatric first aid according to requirements in the EYFS.

Safeguarding

Our Safeguarding & Child Protection Policies as well as the training received by staff form the core of our Safeguarding risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. All management, staff, students and volunteers have enhanced DBS checks, staff sign a declaration stating they do not live with or live where a person works and has been barred from working with children. All teaching and support staff receive regular Child Protection training. The combination of these measures helps us manage the risk.

Support and Maintenance

Risks are managed through risk assessments, maintenance schedules and training to cover all significant risks including, manual handling, working at height, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH).

Conducting a Risk Assessment

The setting's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Should the situation arise we would always employ specialists for any high-risk activities unless staff are trained.

In summary, all health and safety issues are logged on risk assessments, arising risks or maintenance issues are logged in the maintenance book and daily hazard checks are logged on daily checklists. All of these issues are reviewed periodically on a:

- Daily basis prior to a session, staff use checklists (based on risks highlighted in the school's risk assessments) to ensure key areas are free of hazards
- Weekly basis in staff meetings, Health and Safety issues are raised and resolved;
- Termly basis all risk assessments are reviewed
- Annual basis full risk assessments are carried out.

Review of Policy

This policy will be reviewed every 3 years or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Last Reviewed: 10/09/2026

Signed: N Bobat (Manager) and S Motara (Nominated Person)

On behalf of Alamiyah Montessori

With reference to -

Health and Safety at Work Act 1974

Health and Safety: advice on legal duties and powers February 2014

HSE: Enforcement Policy Statement October 2015

Working at Height: A Brief Guide INDG401(rev2), published 01/14

Public Health England:Guidance on Infection Control in Schools and other Childcare Settings, May 2016