

AL-SADIQ SCHOOL

RISK ASSESSMENT POLICY

To be read in conjunction with
SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY, FIRE SAFETY
POLICY, TRIPS POLICY, & LABORATORY POLICY

2024/25

School:	Al-Sadiq School
Head Teacher:	Mr S A Khoei

Named Personnel with designated responsibility for Child Protection (Child Protection Committee)	
Designated Safeguarding Lead:	Mrs S Rizvi
Deputy Safeguarding Lead:	Mr S A Khoei, Mr Bayati, Mrs Z Aldabagh (KS3 and KS4), Mrs E Jaffri (KS1 and KS2)
Health and Safety Officer	Mr H Junaid
Medical Officer:	Mrs Y Al-Mosawi

Policy Review Dates	
Academic year:	2024/25
Last Review Date:	Annual
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Last Review Date:	5 th SEPT 2024

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1. INTRODUCTION

This Policy has been developed to promote the health, welfare and safety of pupils, staff, visitors and volunteers of Al-Sadiq school 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.

The Proprietors of Al-Sadiq school take seriously their responsibility under section 157 of the 'Education Act of 2002' to promote the welfare of children, and to provide safeguarding dedicated to the wellbeing and protection of those under the age of 16 years.

Al-Sadiq school understand that accountability and integration require close knitted relationships between the Child Protection Committee and the Brent Local Authority Designated Officer (LADO), NHS, Social Services and the Police. In line with the Keeping Children Safe in Education (2023), the safeguarding team at Al-Sadiq further understand their commitment to work with the new safeguarding multi agency partnership of the Local Authority, Clinical Commissioning Group and the police. The Proprietors representative of Al-Sadiq school holds responsibility of overseeing school activities and the operating of the policy, ensuring its implementation and review.

i. Policy Aim

The aim of this policy is to:

- protect both the School and individuals (including pupils and employees) from unnecessary risks by ensuring risks are properly identified and managed;
- ensure consistency of approach and management across the wide range of activities that the School is involved in.

ii. **What is 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;
- 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;
- Risk control measures are the measures and procedures that are 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).

iii. **Areas Requiring Risk Assessment**

A large range of activities will be carried out at Al-Sadiq school, each of which will require a separate risk assessment. The most important of these cover:

- Fire safety and procedures;
- Educational visits and trips;
- Site usage e.g. the playground area & communal areas.

But risk assessments are also needed for many other areas, including:

- **Educational:**
 - Some Science activities;
 - Cooking activities;
 - PE and Sport Activities.

Our Safeguarding Policy, Health and Safety Policy, e-Safety Policy, Trips Policy, Visitors Policy outlines the procedures in place to identify those at risk at Al-Sadiq school and beyond the environs of school. To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

- **Child Protection**

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school. Al-Sadiq school have a special Child Protection Committee wherein specific roles are allotted to members who deal with child protection issues.

- **Medical and First Aid**

Our Health and Safety Policy outlines the procedures for managing children's medication. The Proprietors of Al-Sadiq school has appointed a Health and Safety Officer and a Medical officer appointed to deal with all medically related issues and incidents on the premises. These responsibilities are coordinated with and directly answerable to the Head Teacher.

- **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 in the basement or areas where building work is taking place. 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.

2. CONDUCTING A RISK ASSESSMENT

Al-Sadiq school policy is not to carry out any high risk activity. 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.

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 annually. The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of any significant risks arising out of the activities that Al-Sadiq school undertakes.

i. Procedure:

- State the parameters of the activity;
- Note the key safety measures in place for the activity;
- Note which HAZARDS have been identified;
- Evaluate whether this are LOW, MEDIUM or HIGH risk;
- If there are any HIGH risk areas, the activity must not take place;
- For other risks, identify the safe operating systems you will put in place;

- Send to Health and Safety Officer and the Head Teacher for review; and authorisation, for EYFS involve leader;
- The activity may only take place once it has been authorised.

ii. **Specialist Risk Assessments**

The Health and Safety Policy outlines the procedures for managing children's medication. The Proprietors of Al-Sadiq school has appointed a Health and Safety Officer and a Medical officer has been appointed to deal with all medically related issues and incidents on the premises. These responsibilities are co-ordinated with and directly answerable to the Head-Teacher. At Al-Sadiq school arranges for specialists to carry out the following risk assessments:

- Fire safety;
- Asbestos;
- Legionella;
- Gas safety;
- Electrical safety;
- Temporary structures, i.e. scaffolding, building maintenance and update.

iii. **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 health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant and equipment.

iv. **Responsibilities of all Staff**

All members of staff are given a thorough 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 Head Teacher, the Child Protection Committee and other members of the SLT in order to enable the Proprietors of Al-Sadiq school to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head Teacher.

Any member of staff interested risk assessment guidance can refer to the HSE Guidance Note which can be accessed at <http://www.hse.gov.uk/pubns/indg163.pdf>.

Guidance can also be obtained from the school Health and Safety Officer.

Monitoring and review

The Head teacher is responsible for continually monitoring PHE and DfE updates and updating this appendix in line with any changes to government guidance. Any changes to this appendix will be communicated to all staff, parents and relevant persons.

Communication with parents

The school will inform parents about the measures being taken and request they provide support with implementation, e.g. by encouraging measures to continue at home.

Risk Assessments Overview

Overview of School Risk Assessments

This table provides an overview of various risk assessments conducted within the School environment. The purpose is to ensure safety, compliance, and responsibility in different areas of school operations. Each assessment type is accompanied by a brief description and the person responsible for its execution.

Risk Assessments Table

Risk Assessment Type	Description	Person Responsible
Laboratory Risk Assessment	This assessment identifies risks specific to lab technicians handling chemicals and working in the laboratory environment. It includes protocols for safe storage, labeling, and disposal of chemicals, use of personal protective equipment (PPE), and regular training on hazard identification. The aim is to minimize exposure to harmful substances and ensure safe handling procedures to protect technicians and others in the lab.	Mrs Khalilian

Dynamic Risk Assessment (RAC)	This assessment covers safety protocols for science lab practical's, addressing potential hazards related to chemicals, equipment, and procedures. It includes guidelines for proper handling and storage of substances, use of protective gear, and emergency response measures to ensure a safe environment for students and staff during experiments.	Mrs S Rizvi Mrs Azam Mr Alyassin Mr Wasim
Art Department Risk Assessment	This assessment evaluates safety risks associated with art and food technology activities, focusing on the use of tools, materials, and chemicals. It includes guidelines for safe handling, personal protective equipment, and equipment maintenance to prevent accidents and ensure a safe learning environment for students and staff.	Mrs Alfadhl Mrs Yazdani
Playground Risk Awareness	This assessment identifies potential hazards in the playground area, focusing on equipment safety, surface conditions, and general maintenance. Regular inspections are conducted to ensure that the playground is safe, age-appropriate, and free of hazards to minimize the risk of injuries among students	Mr Hassan
Classroom Risk Assessment File	This assessment focuses on identifying and mitigating potential hazards within the classroom setting. It includes ensuring safe furniture arrangement, electrical safety for any equipment, adequate lighting, and maintaining a clutter-free environment to reduce the risk of trips, falls, and other accidents. Regular checks help create a safe and conducive learning environment for students and staff.	Classroom teacher
Legionnaires' Disease Risk Assessment	The Legionnaires' Disease Risk Assessment evaluates the risk of Legionella bacteria in water systems, focusing on regular maintenance, temperature monitoring, and disinfection	Mr Hassan

	to prevent bacterial growth and ensure safety	
PAT Testing	PAT Testing involves checking electrical appliances for safety through visual inspections and tests to prevent electrical hazards	Mr Hassan
Fire Risk Assessment	Ensure the school building is sufficiently equipped with fire safety equipment signage and emergency procedures and drills	Mr Hassan
Gym and Equipment Risk Assessment	This assessment addresses safety concerns related to gym facilities and physical education (PE) activities. It involves inspecting equipment for wear and tear, ensuring adequate spacing and safe surfaces, and supervising proper use of equipment. Guidelines are established for warm-up routines, appropriate footwear, and emergency response to prevent injuries and ensure safe physical activity for students	Head of PE
Educational Visits Offsite	This assessment ensures the school building is equipped with adequate fire safety equipment, signage, and clear emergency procedures. Regular drills and equipment checks are conducted to enhance preparedness and safety for all occupants.	Individual teachers
Vetting Forms for External Visitors	The vetting process involves completing forms for external visitors to ensure they meet the school's safety and safeguarding standards. This includes background checks, verifying identification, and obtaining any necessary clearances before allowing visitors access to the premises, particularly areas with student presence	Head teacher: Mr S A Khoei

Risk assessment:

School name:	Assessment carried out by: & Safety Officer
Date assessment was carried out:	

What are the hazards?	Who might be harmed and how?	Risk Level	Control Measures	Who needs to carry out the action?	When is the action needed by?	Done

- All risk assessments other than those where Mr. Hassan is responsible can be located on the TEAM Hub in the risk assessment folder.
- Risk Assessment Register
- Templates of all risk assessments located on the Hub Team/ Risk Assessment File
- [Link to templates](#)