

**RISK ASSESSMENT POLICY**

**NEWBURY SCHOOL**

Version 1.0

**Risk Assessment and Safe System of Work**

The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risk to employees in the workplace. The Head Teacher will be responsible for ensuring risk assessments are completed in the work place including any activities, which may be performed by members of staff. Where a specific task has been assessed and removing the hazard cannot realistically reduce the risk to members of staff, a safe system of work may be required.

The Head Teacher, in consultation with Designated H&S Staff Member (Health and Safety) will also be responsible for completing specific risk assessments on new or expectant mothers as laid down by the Management of Health and Safety at Work Regulations.

**Schools Trips**

The Party Leader has overall responsibility for the supervision and conduct of the trip, should have regard to the health and safety of the party and in accordance to the school’s regulations, guidelines and policies.

The Party Leader must be a full time, experienced member of staff, not an NQT. Ideally, the Party Leader should have prior experience of the type of visit to be arranged and should undertake a visit and risk assessment prior to the visit. The Party leader should have a clearly designated deputy.

Ideally, the leader will have a first aid qualification; if not, this should be available within the leadership of the group as a whole and a First Aid kit appropriate to the visit must be carried at all times, including on the journey.

Risk assessment analysis should be evaluated for every school trip.

Mixed parties should be accompanied by at least one male and one female teacher whenever possible.

Written Risk Assessments:

These should be completed, as appropriate well before the trip - formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce the risk. Pupils must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

Dynamic Risk Assessment:

The party leader and other staff should monitor the risks throughout the trip and take appropriate action as necessary e.g. risks may need to be reassessed in the light of changing weather, new safety warnings, illnesses, behavioural problems or emergencies.

**This policy has been written & authorised by:**

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| Date: | September 2021 |
| Next review date | September 2022 |
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