

# Risk assessment policy

Woodcroft School x policy 01.11.25

We have a number of specific procedures that address the different areas that require risk assessment. Our risk assessment format is based on that of the SchoolShare Service.

## **Fire risk assessment**

A fire risk assessment has been undertaken by an independent fire risk assessment specialist. The risk assessment is reviewed annually by the head teacher in consultation with the caretaker and managing director, or sooner if major structural changes have taken place. Records are held in the fire risk assessment folder in the head teacher's office.

## **Lockdown procedure** (security emergencies)

Woodcroft has a lockdown procedure which can be found in the SharePoint risk assessments group. SMT and office staff should familiarize themselves with this procedure.

## **Miscellaneous**

Woodcroft subscribes to the SchoolShare Service. A range of miscellaneous risk assessments are being adapted for our use from the SchoolShare ShareZone website.

## **Off-site risk assessments**

All locations visited by groups on a regular basis e.g. sports/PE activities are updated annually or more frequently if the need arises (for example in the event of building work or new risks becoming apparent). One-off or less frequently visited sites are risk assessed prior to the visit taking place, using the previous risk assessment as a starting point. These are initiated by the office manager and signed off by the head teacher or head therapist. They are filed in the off-site folders for each individual activity, and are kept in the school office. Please also see our *Off-site policy*.

## **Premises risk assessments**

The classrooms, communal areas, therapy rooms, garden and terrace are risk assessed annually. The review is initiated by the head therapist and signed off by the head teacher or nominated deputy. They are filed in the risk assessments folder on SharePoint. A termly *Health and safety timetable and checklist* containing record keeping for all aspects of premises safety is kept by the school caretakers. These are signed off termly by the head teacher or managing director.

## **Pupil risk assessments**

These are initiated on admission to Woodcroft and updated as we gain more insight in to the needs of the pupil. They contain a detailed pupil and sensory profile, medical issues and known triggers, individualised risks likely to be encountered in school and off-site and the control thereof. Class teachers are responsible for preparing, updating and implementing risk assessments for pupils allocated to their class. They are reviewed each term (or more regularly if deemed appropriate by the head teacher) and updated as necessary. Input is sought from colleagues and parents. A parent signature is sought at least annually, usually at annual review (or more frequently in the event of a major revision). Copies are held in the pupil's class and office file. Please also see our *Behaviour management policy*.

## **Staff risk assessments**

Staff with formally identified risks may have specific risk assessments, copies of which will be held in the school office. These may include maternity, injuries, lone working or occupational health risks. The latter will be assessed by our occupational health service provider, either on appointment, or following an issue identified during the course of employment. In the case of an injury requiring a cast, crutches or similar, a risk assessment will be carried out by the school's occupational therapist, the head teacher notified and the assessment signed off by the staff member and Woodcroft representative. Note: a GP or hospital letter may also be required depending on circumstances.

**Vehicle risk assessments**

Woodcroft inspects its vehicles according to an inspection schedule required by the terms of our vehicle operators licence. These include ten-weekly, weekly and daily checks, as well as driver walkround checks. Records of these checks are held by the finance manager.