

RUTHERFORD SCHOOL

RISK ASSESSMENT PROCEDURE

A risk assessment is an important step in protecting all pupils, staff, visitors or contractors at Rutherford School.

The School focuses on the risks that have the potential to cause real harm to either pupils, staff, visitors or contractors.

Although the law does not expect us to eliminate all risk the school maintains a level that protects everyone as far as “reasonably practicable”.

A risk assessment is simply a careful examination of anything within Rutherford School that has the potential to cause harm to pupil, staff member, visitor or outside contractor.

In all cases all relevant staff are involved in the task of completing the risk assessment, as they will have the useful information about how the work is done and that will make your assessment of the risk more thorough and effective.

The risk assessment should be clear, identifying the hazards, deciding who may be harmed and how, evaluate the risks and decide on the precautions, record your findings and implement them and finally a review and update are required as and when anything contained within the document changes

School Visits

All Rutherford School visits are non-insurable (e.g. no overnight stays).

When a class teacher organises a visit off the school premises a detailed Outings Form is completed and a Risk Assessment is produced which is read and agreed by the Head of School prior to giving their permission for the visit to take place.

The Risk Assessment, where possible, may include a trial journey along the exact route to be taken to ensure there are no onerous factors such as traffic at certain times of the day, road closures etc. This may include a site visit prior to completing the risk assessment.

A member of Rutherford School Nursing Team will accompany an organised trip unless it is considered unnecessary to do so by the Senior School Nurse.



If a trip is not considered suitable for a particular member of the class then a decision will be made whether to differentiate the trip so as to provide all pupils with equal access under Disability Discrimination responsibilities.

Sarah Hanmer

March 2018 to be reviewed in 2 years; March 2020