



Risk Assessment Policy

It is a firm belief of the school, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

Conducting Risk Assessments

Assessments are conducted by a variety of staff, depending on the type of assessment. Some are carried out by teaching staff, others by the caretaker and some by designated health and safety personnel.

Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

Nature of Risk Assessments

Assessments identify the significant risks from hazards such as defects and deficiencies, and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Each assessment is written up on a standard proforma, for the convenience of all concerned.

Frequency of Risk Assessments

The frequency of a risk assessment depends on the type of assessment. Below are details of the types of risk assessments we conduct, their frequency and the persons responsible for carrying them out:

| Risk assessment | Frequency | Responsible |
|---|---------------------------------|---------------------------|
| Fire risk assessment (these do not include call point checks, fire panel checks, emergency lighting checks and smoke detector checks) | Annual | Health and Safety Officer |
| Whole school detailed risk assessment | Annual | Health and Safety Officer |
| Health and safety walk | Monthly | Senior Leaders |
| Outdoor risk assessment | Weekly (first day of the week) | Caretaker/ H & S Officer |
| Communal areas risk assessment | Weekly (first day of the week) | Caretaker/ H & S Officer |
| Classrooms risk assessment | Weekly (first day of the week) | Classroom teacher |
| Early Years risk assessment | Daily | EYFS staff |
| Trips and outdoor visits | At least 2 weeks prior to event | Trip lead teacher |

Reporting Procedures for Surveys

The results of our periodic risk assessment surveys are reported initially to the Health and Safety Officer and then to the Governing Board. The main report is made towards the end of the school year, when an evaluation of health and safety is complete. The reviews are then incorporated into planning for the following autumn term.

Risk assessments for trips, visits and events are filed with the Health and Safety Officer.

Each member of the teaching staff who arranges a trip must complete a risk assessment for school visits and ensure one copy is filed and kept in the office and a further copy is taken with them on the visit.

Reporting Procedures for Newly-Identified Hazards

All staff are aware of the need to report major new hazards as soon as they are identified. All staff in turn are notified immediately any major new hazard is reported.

Display of Risk Assessments

Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form.

Date agreed: 17/12/15

Review date: December 2016

Signed: **M Uddin**
On behalf of the Governing Board