

DISCOVERY PRIMARY SCHOOL

POLICY ON RISK ASSESSMENT

January 2012 Review January 2015 or as legislation requires

It is not only a legal requirement, but also this school's firm belief, 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.

Conduct of Risk Assessments

Assessments are conducted by the Headteacher, or delegated to senior manager, subject leaders or other competent persons. 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

Assessments are normally annual, but more frequent checks may be required in some risk areas.

Rolling Annual Survey

Annual risk assessments are carried out on a rolling basis as follows:

Autumn Term	Spring Term	Summer Term
Inside the School Buildings	Outside the School Buildings	Off-site

Some risk areas take longer to review than others, and the inside assessments (being the most numerous) will sometimes continue into the spring term. However, it makes good sense to leave the outside and off-site parts of the survey until the better weather.

Reporting Procedures for Surveys

The results of our periodic risk assessment surveys are reported initially to the Health & Safety Sub-Committee, and then to the full Governing Body. The main report is made towards the end of the school year, when the rolling annual survey has been completed. The reviews are then incorporated into handbooks in time for the following autumn term.

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 and displayed on the main notice board. Assessments for specific places, such as the boiler room or the medical room, are displayed where they apply.

Date written:	Signed:
Updated:	Signed: