

Risk Assessment Policy

Risks to health and safety should be controlled wherever possible through risk assessments. These are conducted 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 staff responsible for the activity.

Nature of Risk Assessments

Assessments identify significant risks and prescribe remedial action, i.e. risk control measures. Through risk assessment we resolve to answer 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 an appropriate pro forma.

Frequency of Risk Assessments

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

Daily Risk Assessments

Staff who open up our buildings carry out risk assessments as they conduct a walk around. They report any issues or concerns to the site manager or member of the SLT to act upon.

Staff responsible for supervising children at break and lunch times also carry out visual risk assessments and report concerns to site manager or member of the SLT.

Reporting Procedures for Newly Identified Hazards

All staff are aware of the need to report new hazards as soon as they are identified and in turn are to immediately notify a member of the SLT.

Access to Risk Assessment's

The Site Manager maintains statutory compliance files on all sites.

Risk assessments for taking children off site

Staff responsible for taking children off site must carry out a risk assessment using the Local Authority Procedure and have the visit signed off by the appropriate member of the SLT.