

Ringway Primary School Risk Assessment Policy

The Future starts here

Our aim is to provide the foundations for a positive future for our pupils. A future where pupils learn to stay safe, to understand the importance of a healthy lifestyle , and to enjoy all they do. A future where they are both literate & numerate & can think critically. A future where they make a positive & respectful contribution to their culturally diverse community . A future where they show mutual respect & tolerance at a local, national & global level. A future where they aspire to be the best they can be & achieve their full potential

Created ...Spring 17 to be reviewed 2020

Signed C of Gov.....

Headteacher.....

Ringway Risk Assessment Policy

Introduction

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 managers, teachers 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 significant risks, 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 pro forma

Frequency of Risk Assessments

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

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Rolling Annual Survey

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

Autumn Term Spring Term Summer Term

Inside the school building Outside the school building 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 (responsibility of Premises sub-committee).

Reporting Procedures for Surveys

The results of our periodic risk assessment surveys are reported initially to the Resources 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

Risk assessments for taking children off site -separate form - appendix 2

Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place the activity must be authorised and the form signed by the headteacher (or in their absence the deputy headteacher). Staff must arrange a 1-10 ratio for key stage 1 &2 and 1-5 ratio for Foundation.

Copies of all completed risk assessments are kept in a file in the Head's office.
(also refer to Educational Visits Policy).

*** Activities involving Risk - eg cooking/ DT etc**

Risk assessment

To measure risk in school we use the 4Cs, as follows:

- Competence - experience, education
- Control - control measures, who is responsible for control measures
- Communication - why, what, when, who, where
- Co-operation - who needs to be involved to ensure the venture is a success

Training in risk assessment is provided for all staff as required. Risk assessments are carried out as required by the appropriate person for each area or activity.

The stages of risk assessment and risk management in school:

1. Consider all tasks, activities and situations.
2. Identify the hazards that are, or may be, involved.
3. Identify those who may be exposed to the hazards, including those particularly at risk.
4. Analyse the severity and likelihood of exposure and loss from hazards.
5. Determine whether existing measures adequately control the hazard.
6. Assess the risks and decide on the risk levels.
7. Consider appropriate and suitable measures that may eliminate or reduce risk in line with the basic principles of risk control.
8. Implement the risk control measures.
9. Ensure control measures are communicated fully to staff.
10. Monitor the measures for suitability and effectiveness.
11. Review and introduce any corrective actions.
12. The completed forms are filed in the office in the risk assessment file.

On educational visits the LA Educational Visits guidance is followed (see policy). Prior to each visit a risk assessment is made. Previous risk assessments are filed in the office in the risk assessment file. Where a visit is made regularly (e.g. weekly swimming) the teacher in charge will ensure there is a risk assessment in place and will review it annually or as required.

Signed _____

Chair of Governors

