



Together we love to learn
and learn to love

St Mary's C.E. Infant School

Risk Assessment Policy

St Mary's CE Infant school is committed to inspiring every individual. We embed the Christian value of love across school life because we believe that a person who feels loved, secure and happy can flourish.

We encourage everyone to achieve their potential, develop their talents, celebrate their uniqueness, and rejoice in their relationships with others.

"Do everything in love"

1 Corinthians 16:14

Risk Assessment Policy

The purpose of risk assessments at St Mary's School is to identify hazards and evaluate any associated risks to health and safety arising from activities being undertaken either within school, or when not in school but involving staff or children from the school.

Risk assessments enable informed decisions to be taken to eliminate or minimize any risk of harm to those who may be affected. Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for an activity to take place in a safe manner.

A number of risk assessments are mandatory (See Appendix A) but the school will also have in place a number of Risk Assessments relating to activities being undertaken within school, or as part of the school's day to day activity. Additional Risk Assessments may be required in response to extraordinary or unforeseen circumstances, or changes to legislation.

The Local Governing Body (LGB)

The LGB has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The LGB has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The LGB as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The headteacher

The headteacher is responsible for ensuring that all risk assessments are completed and reviewed.

The headteacher is responsible for ensuring that all Risk Assessments are easily accessible to school staff, or to those to whom they apply e.g. contractors, volunteers.

School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find which need assessing

Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Contractors and external agencies

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work. These risk assessments will be scrutinized to ensure that they cover the scope of the work and any hazards that the school considers applicable.

Where the school is working with external providers, they are expected to provide evidence that they have adequately risk assessed the activities that they are providing. Such risk assessments will be quality assured by the school and amended as considered necessary,

Risk assessment process

As is appropriate, staff will be involved in drawing up and completing Risk Assessments, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Whilst it is intended that the majority of risk assessments will be well-planned and thought through, given the range of events and experiences that may take place within school, it is accepted that some risk assessments will need to be dynamic, especially where they relate to children's behaviour. Where a risk assessment is dynamic, staff are expected to be able to verbalize the decision that they have made and the reasons for it, as part of a focussed debrief session. Where decisions in relation to risk are having to be made in this way, children's safety and their best interests should always be the driver for them.

When assessing risks in the school, the process outlined below will be followed -

Step 1: identify hazards

Activities, processes and substances within the school will be assessed in order to establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how

For each hazard, those who might be harmed will be identified bearing in mind that some individuals will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers.

Having listed individuals who may be harmed, the manner in which they may be harmed will be identified.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)

The level of risk posed by each hazard will be established and existing control measures reviewed. The level of risk will be balanced against the measures needed to control them.

Step 4: record significant findings

The findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: review the assessment and update

Risk assessments will be reviewed, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments

Risk assessments will be retained for three years after the length of time they apply, following this they will be securely disposed of.

APPENDIX A

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
Manual handling			
Working at height			
Children being drawn into terrorism			