



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- RISK ASSESSMENT POLICY -

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- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

RISK ASSESSMENT POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the safety of electrical systems and equipment and the arrangements by which this is brought about.

RESPONSIBLE PERSONS: Premises Officer / School Business Manager

The primary function of the named persons is to carry out General Risk Assessments as required under the current Management of Health and Safety at Work Regulations and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In addition, the above named persons has a responsibility to carry out, or arrange to be carried out, by a competent person or organisation, any risk assessments as identified and required by any specific sets of regulations that may apply. It will also be the responsibility of the above named person to determine the level of competency required to carry out these specific risk assessments and to ensure that the requirements of both the specifically applicable regulations and those of the Management of Health and Safety at Work Regulations are met.

The Policy:

- To ensure that there is a system by which hazards that have the potential to cause harm to any individuals are identified and that appropriate controls and precautions are put into place in order to reduce the risk of harm to as low a level as reasonably practicable
- To inform all those who may be exposed to such hazards the findings of the relevant risk assessment and to clearly instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm as far as reasonably practicable
- To use only competent persons to carry out risk assessments
- To call upon and utilise the knowledge and experience of all teaching staff and others when and where considered appropriate in assisting in identifying hazards and developing the corrective actions, controls and precautions necessary
- To promote the understanding of risk and 'risk taking' to all students and pupils under our control.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that enables the user to apply a consistent interpretation of the level of risk applicable
- Provision of specialised equipment and materials required to enable any internally appointed assessor to carry out a risk assessment in a suitable and sufficient manner
- An appropriately located master manual(s) that contains a copy of any current and applicable risk assessments carried out on behalf of the organisation. This manual is available for any member of staff to access and consult at any time
- A system by which any identified actions and controls required to be put into place as a result of risk assessment findings are implemented in a timely manner appropriate to the level of risk identified.
- Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up by the Fire Safety Manager, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of

the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

- The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Premises Officer, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

The Responsibilities:

All staff have the following responsibilities:

- To familiarise themselves with the contents and findings of any risk assessment that is applicable to them
- To follow the controls and precautions identified as a result of any risk assessment that is applicable to them and to ensure that those for whom they are responsible are also made aware of these controls and precautions
- To report back any changes or suggested changes deemed necessary for any risk assessment in order to update that assessment and ensure its accuracy and applicability
- To not carry out any tasks or operations that are not covered either by a generic risk assessment or a risk assessment specific to that task or operation. If in any doubt, the responsible person named at the head of this policy, or their delegated representative, should be contacted before hand.

Training:

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of risk assessment either through the organisation's own internal training system or by arrangement through an external competent organisation.