



ST. WINEFRIDE'S SCHOOL

RISK ASSESSMENT POLICY

It is not only a legal requirement (Management of Health and Safety at Work Regulations 2000), 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.

What is a Risk Assessment?

The Health and Safety Executive (HSE) defines a risk assessment as "a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm".

Conduct of Risk Assessments

The Headmistress is responsible for making sure that risk assessment are completed, filed and effectively monitored. Reviews are conducted when there is any change to school premises, resources or equipment or when the needs of a child or visitor require this.

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 proforma, for the convenience of all concerned.

The Process of Risk Assessment

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessments and update if necessary



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What is a hazard?

A hazard is anything which can cause harm.

What is risk?

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Frequency of Risk Assessments

Risk Assessments need reviewing and updating regularly. Risk assessments will be done annually, but more frequent checks may be required in some risk areas e.g. school trips, sporting events, Friends events, weather risks. This includes EYFS.

A library of risk assessments is kept in the Main Office within the Health and Safety file to be used by staff when needed.

These risk assessments cover a range of activities for inside the school and outside.

The Fire Risk Assessment has been completed by a specialist company.

All completed Risk Assessments must be filed in the folders in the main office.

Reporting Procedures for Newly-Identified Hazards

All members of staff are responsible for taking reasonable care of their own safety and that of pupils and visitors.

Staff members are aware of the need to report major new hazards as soon as they are identified to the Headmistress. The Headmistress is then responsible for ensuring that necessary action is taken. All staff in turn will be notified immediately any major new hazard is reported.

Review date: September 2018



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