

# 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, sporting fixtures and school outings.

### **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 and Mr. Goody are responsible for making sure that risk assessments 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.

Staff receive training in risk assessment.

### **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

### **What is a hazard?**

A hazard is anything which can cause harm.

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#### **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**

Assessments are normally annual, but more frequent checks may be required in some risk areas e.g. school trips, sporting events, Friends events, weather risks.

#### **Monitoring**

Risk assessments are monitored at least monthly by Mr. Goody and are also monitored by the Trustee responsible for Risk Assessments and signed off on the monitoring form.

Any discussion regarding Risk Assessments at Trustee meetings is recorded in the minutes.

#### **Reporting Procedures for Newly-Identified Hazards**

All staff 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 are notified immediately any major new hazard is reported.

Review date: September 2017, January 2018, October 2018

NEXT REVIEW DATE: September 2019