

## HEALTH & SAFETY RISK ASSESSMENT POLICY

### MISSION STATEMENT

**Our school is at the centre of our local community and provides a safe and nurturing environment where everyone develops a sense of self-worth and achievement. We believe that every person matters!**

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

### 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

### The Responsibilities

All staff have the following responsibilities:

- To familiarise themselves with the contents of 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 organisations own internal training system or by arrangement through an external competent organisation

## **References**

The following internal documents and official publications should be referenced in conjunction with this policy

- Risk assessment system and methodology documents
- Safety Summary Sheet: Staff Awareness Training Series, Risk Assessments (see section 8/4)
- Current sets of regulations for:
  - Management of Health and Safety at Work (MHSWR)

Policy checked by: Mr P Higgins (March 2011)

Policy checked by: Mr J Smart (January 2012)

Date: 26.01.12

Ratified by the Governing Body

Signature \_\_\_\_\_ (Chair of the Governors)

Date: \_\_\_\_\_