

## Risk Assessment

Date	Review Date	Coordinator	Nominated Governor
21/03/15	21/03/16	D Duncalf --- T O'Hagan	Derek Vitali

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (fire Safety) Order 2005
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies (DfE)
- Managing Health and Safety (HSE)
- Risk Assessment: A Brief Guide to Controlling Risks in the Workplace (HSE)

We believe it is essential that risks to the health and safety of our pupils, staff, buildings, school grounds, visitors and school events must be controlled through regular risk assessments as we wish to provide a safe, secure and healthy school environment.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### Aims

- To establish and maintain a safe working environment for all pupils and school personnel.
- To encourage everyone to take responsibility for health and safety.
- To establish safe operating systems within the school.
- To provide training and up dated information.
- To ensure compliance with all relevant legislation connected to this policy.

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- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the coordinator;
- ensure risk assessments are in place;
- have in place a cycle for reviewing risk assessments;
- seek specialist and professional advice when necessary;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

#### **Role of the Coordinator**

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;

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- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- make effective use of relevant research and information to improve this policy;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy.

### **Role of School Personnel**

School personnel will:

- comply with this policy;
- report any identified hazards;
- implement risk assessments;
- comply with all risk assessments;
- assist in the writing of risk assessments if required;
- bring to the attention of volunteer helpers and other visitors risk assessments that they should be aware of;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### **Conduct of Risk Assessments**

Risk Assessments should be carried out by either:

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- the Headteacher
- members of the senior management team
- heads of department
- other experienced persons

### **Features of Risk Assessments**

Risk Assessments should identify the following:

- hazards
- the persons who might be affected
- the level of risk
- what effective control measures that can be put into place

All risk assessments will be written on a set form.

### **Frequency of Risk Assessments**

Risk Assessments must take place annually although checks to equipment should take place more frequently.

### **Reporting Procedures**

All risk assessments are reported to:

- the Health and Safety Sub-Committee
- the full Governing Body
- teaching and support staff
- pupils
- visitors

### **Newly-Identified Hazards**

Once a new hazard has been identified then the following procedure takes place:

- A thorough risk assessment is undertaken
- All school personnel are notified of this

### **Publication of Risk Assessments**

Risk Assessments will be displayed in the following ways:

- Staff handbook
- Staffroom folder
- Notice boards
- Appropriate areas of the school building

## **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

## **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- comply with all health and safety guidance appropriate to the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety
  - Health and Safety - Responsibilities
  - Risk Management
  - Health and Safety Inspections
  - Equal opportunities
  - Inclusion

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- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

### Linked Policies

▪ Risk Management	▪ Health and Safety
▪ Health and Safety - Responsibilities	▪ Health and Safety Inspections

Headteacher:		Date:	
Chair of Governing Body:		Date:	