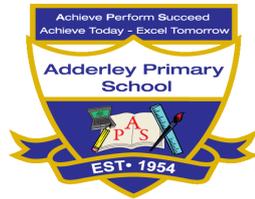


# ADDERLEY PRIMARY SCHOOL RISK ASSESSMENT POLICY

2018-2020

<b>Agreed by:</b>	Governing Body	
<b>Review date:</b>	November 2020	



It is not only a legal requirement, 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?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

A hazard is something with the potential to cause harm (e.g. fire).

A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk assessments need reviewing and updating regularly.

### **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in Adderley Primary School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures
- Building and the school grounds
- Classroom areas
- Educational visits and trips.

But risk assessments are also needed for many other areas, including:

- Science
- Design and Technology
- Each sport and PE activity including dance and swimming
- Art (including the clay and print studios)

☐☐ Music

### **Child Protection**

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of

employing staff who are barred from working with children, and are not allowed to work in the UK and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

## **Support Areas**

Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

Caretaking and Security: risk assessments cover every room, stairs, corridor and emergency exit in the entire school.

Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Maintenance: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, and water. Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height and lone working.

Office staff: risk assessments are required for the display screen equipment and cables used by those staff who spend the majority of their working day in front of a screen.

## **CONDUCTING A RISK ASSESSMENT**

At Adderley Primary School we make use of generic risk assessments provided by Birmingham Local Authority, for our educational activities and visits.

***ALL RISK ASSESSMENTS ARE SHARED WITH STAFF AND THE CHILDREN PRIOR TO THEIR VISIT. THESE ARE MONITORED BY THE HEADTEACHER.***

All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas

The Educational Visits Co-ordinator and the AHTs have the responsibility of ensuring staff complete all necessary risk assessments.

A preliminary visit will always take place before any educational visit goes ahead and a thorough risk assessment will be carried out by the group organiser.

This risk assessment must be signed and checked by the Headteacher.

## **Specialist Risk Assessments**

The Health and Safety Co-ordinator, will arrange for specialists to carry out the following risk assessments:

Fire safety – including checking fire fighting equipment, Asbestos, legionella, Gas safety and Electrical safety(including PAT testing).

## **RESPONSIBILITIES OF ALL STAFF**

All members of staff (including any new staff) are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head teacher and the Health and Safety co-ordinator in order to enable the Governors to comply with their health and safety duties.

**REVIEW**

All risk assessments are reviewed and recorded on an annual basis.

The separate policy on the management of health and safety describes the arrangements for regular health and safety audits.

All risk assessments (other than educational visits) are kept in the health and safety folder.

The Health and Safety co-ordinator will arrange a health and safety meeting once a term with the governors to discuss any issues and share risk assessments.

The Health and Safety co-ordinator will report to all governors at full board governors meetings once a term.