

Managing Risk Assessments

This policy applies to the whole school and is published to staff, pupils and parents

Author: Graham Exley (Health & Safety Consultant)

This Review: August 2023

Next review date: August 2024

It is the policy of Longridge Towers School to assess the risk to the health and safety of anyone who may be affected by our activities so we can determine to what extent we are complying with our statutory duties under the management of Health and Safety at Work Regulations 1999

In order to control hazards we will carry out formal risk assessment and formulate safety working practices specifically relating to each site and play our part in the Health & Safety Management of the School.

The Headmaster will be responsible for ensuring risk assessments are undertaken. These will include but are not limited to:

- Slips, Trips and Falls
- Working at Height
- Electricity
- Display Screen Equipment
- Manual Handling
- Substances Hazardous to Health
- Noise Control, Hearing Conservation and Vibration
- Fire
- Lone Working
- Asbestos
- Legionella
- General work activities, equipment, including catering
- Classrooms and other work areas including areas where hazardous items are stored
- Curriculum, including sport, DT, music and drama productions
- On and Off-site School Activities
- Covid-19

Risk assessments may be completed by the individual and reviewed with another staff member, most often the Health and Safety Coordinator.

As part of our work with Governors, each committee maintains a Risk Register, which includes a full risk review of items relevant to the work of the committee. These are reviewed by the members of the Audit and Risk Committee and feedback is given where necessary. The Audit and Risk Committee also considers a range of 'standard risks' including such areas as safer recruitment, immigration, vehicles, Educational Visits and fire safety.

Such assessments will assist in further development of our overall policy. Only the most significant findings need to be recorded. They are to be kept together in a Risk Assessment file that is accessible to all staff in the Health and Safety folder on the shared drive.

The Health and Safety Committees will be responsible for evaluating the time, cost and practicality involved in implementing control measures against the level of risk identified during the assessment.

A summary of this evaluation and subsequent recommendations will be considered by The Board of Governors who will give approval to any significant action required to remove and/or control identified risks. The Headmaster will be responsible for ensuring the implementation of the required actions.

It is the responsibility of The Headmaster to check that the implemented actions have removed/reduced the risk.

Assessments will be reviewed annually or in light of significant changes or experience, whichever is soonest.