

Managing Risk Assessments

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

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Next review date: August 2027

Longridge Towers School is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of pupils, staff, volunteers, contractors, visitors and others who may be affected by its activities. The school will undertake suitable and sufficient risk assessments in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and the Health and Safety Committees will be responsible to identify hazards, evaluate risks and implement appropriate control measures.

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 has overall responsibility for ensuring that suitable and sufficient risk assessments are completed, recorded, implemented, communicated and reviewed. Managers, department heads and activity leaders are responsible for ensuring that risk assessments are followed within their areas of responsibility. Staff must cooperate with the school in implementing identified control measures.

These will include but are not limited to:

- Site Access and Security
- Transport Operations
- Lettings and Community Use of Premises
- Stress and Wellbeing
- Severe Weather and Emergency Closures
- 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

Risk assessments should be completed by a competent person with knowledge of the activity, area or process being assessed and, where appropriate, reviewed by the Health and Safety Coordinator or relevant manager.

Staff leading activities are expected to undertake dynamic risk assessments where circumstances change or unforeseen hazards arise. Appropriate action must be taken to ensure the continued safety of pupils, staff and others affected by the activity.

All off-site visits, residential visits and adventurous activities will be subject to appropriate planning and risk assessment before approval. The level of assessment will reflect the nature, complexity and risk associated with the activity.

Contractors

The school will ensure that contractors working on site provide suitable risk assessments and method statements where appropriate. The school will coordinate activities between contractors and school operations to ensure risks are effectively controlled and communicated. Contractors must provide evidence of competence, suitable insurance and relevant risk assessments and method statements before work commences.

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. Risk assessments will be retained electronically within the Health and Safety folder and made available to relevant staff. Significant findings and control measures will be communicated to those affected to ensure effective implementation.

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 Head Teacher will be responsible for ensuring the implementation of the required actions.

The Head Teacher, supported by the Health and Safety Coordinator and relevant managers, will monitor the effectiveness of implemented control measures and ensure that identified actions are completed within agreed timescales.

Risk assessments will be reviewed:

- Annually;
- Following an accident, incident or near miss;
- Following significant changes to premises, activities, staffing or equipment;
- Where monitoring indicates that existing controls are no longer effective.
- Following changes in legislation or guidance.

Reviews will be documented and retained with the relevant assessment.

The school recognises that effective risk assessment contributes to safeguarding and promoting the welfare of pupils. Risk management arrangements will support a safe learning environment and form part of the school's wider governance, safeguarding and health and safety framework.