The Grange School

Risk Assessment Policy

March 2016
To be reviewed March 2019 or sooner if required

THE GRANGE SCHOOL
DAVENTRY, NORTHAMPTONSHIRE

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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.

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 work with other schools 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 Principal to ensure all school personnel and stakeholders are aware of and comply with 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;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Principal 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 Principal

The Principal 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;
- monitor the effectiveness of this policy;

Role of the Coordinator

The coordinator will:

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- lead the development of this policy throughout the school;
- work closely with the link governor
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- provide guidance and support to all staff to maintain safe working environment for all pupils and school personnel;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Principal;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;

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;

Conduct of Risk Assessments

Risk Assessments should be carried out by either:

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

Features of Risk Assessments

Risk Assessments should identify the following:

- hazards

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- 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.

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

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

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